

Stormwater eDMR User Guide



Last updated July 14, 2021

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If you need help or have any question related to eDMR that is not addressed in the User Management Guide, please contact the SW eDMR Administrator at SW-eDMR@ncdenr.gov or (919) 707-3640.

Section 1: Overview of eDMR Process and Users

1.1 Overview of eDMR Process

Congratulations on beginning your journey in eDMR. After getting your User accounts set up in eDMR, the process of submitting monitoring data will be more efficient and it will also be compliant with EPA's Electronic Reporting Rule. The Stormwater Program has set up a [website \(deq.nc.gov/SW-eDMR\)](http://deq.nc.gov/SW-eDMR) to assist you in this six-step process:

1. Verify database information.
2. Submit eReporting Registration Form.
3. Set up Data Entry and View Only Users in eDMR. (Optional)
4. Request Certify and Submit privileges for Data Entry and View Only Users. (Optional)
5. Enter monitoring data in eDMR.
6. Maintain facility and user data.

Because of the large number of permittees that we serve, the Stormwater Program requests that all eDMR Users consult this guide before contacting the Stormwater eDMR Administrator for assistance. This guide will be updated if Stormwater Program staff find that it does not adequately address user questions.

1.2 User Groups and Associated Privileges

Each permit will have a group of eDMR Users that play a role in the eDMR process as shown in Table 1. Some of these Users will be managed by the Stormwater Program staff (Owners and Facility Administrators) and some Users (Data Entry and View Only) will be managed by industry staff. This manual will explain how to manage the Data Entry and View Only Users to give the industry staff more control over the process and to allow Stormwater Program staff to serve our permittees well.

Table 1: User Groups and Associated Privileges

| User Privileges | User Groups | | | |
|---------------------------------------|----------------------|------------------------|---|-----------|
| | Users Managed by DEQ | | Users Managed by Owners & Facility Administrators | |
| | Owner | Facility Administrator | Data Entry | View Only |
| Manage Facility Administrators | X | | | |
| Manage Data Entry and View Only Users | X | X | | |
| Create and Import eDMR Reports | X | X | X | |
| Revise and Delete eDMR Reports | X | X | X | |
| Certify and Submit eDMR Reports | X | X | * | * |
| View eDMR Reports | X | X | X | X |

* Data Entry and View Only Users can obtain Certify and Submit Privileges if the Owner submits a **Request to Add Submitter Privileges Form**, including a **Delegation of Signature Authority letter**.

1.3 User Group Descriptions

Table 1 shows that there are four different types of eDMR User Groups as follows:

1. **Owner** – The legal entity to which/whom a permit has been issued. The Owner may be an individual or organization. Every Owner is required to have a Responsible Official who meets the legal signature authority requirements in [40 CFR 122.22](#), which are summarized as:
 - *For a corporation, this individual shall be a president, secretary, treasurer, or vice-president in charge of a principal business function, or another individual who performs similar functions for the corporation, or the manager of one or more manufacturing, production, or operating facilities who is authorized to make management decisions about the facility operation.*
 - *For a partnership or sole proprietorship, this individual shall be a general partner or the proprietor, respectively; or*
 - *For a municipality, State, Federal, or other public agency, this individual shall be either a principal executive officer or ranking elected official.*
2. **Facility Administrator** – A person who has the authority to manage User information for the facility/permit.
3. **Data Entry** – A person who has the authority to enter, import, revise or delete eDMR Reports.
4. **View Only** – A person who may view reports submitted but does not have other privileges in the system (unless the Responsible Official requests that he/she be granted the Certify and Submit privilege).

1.4 User Set Up Responsibilities

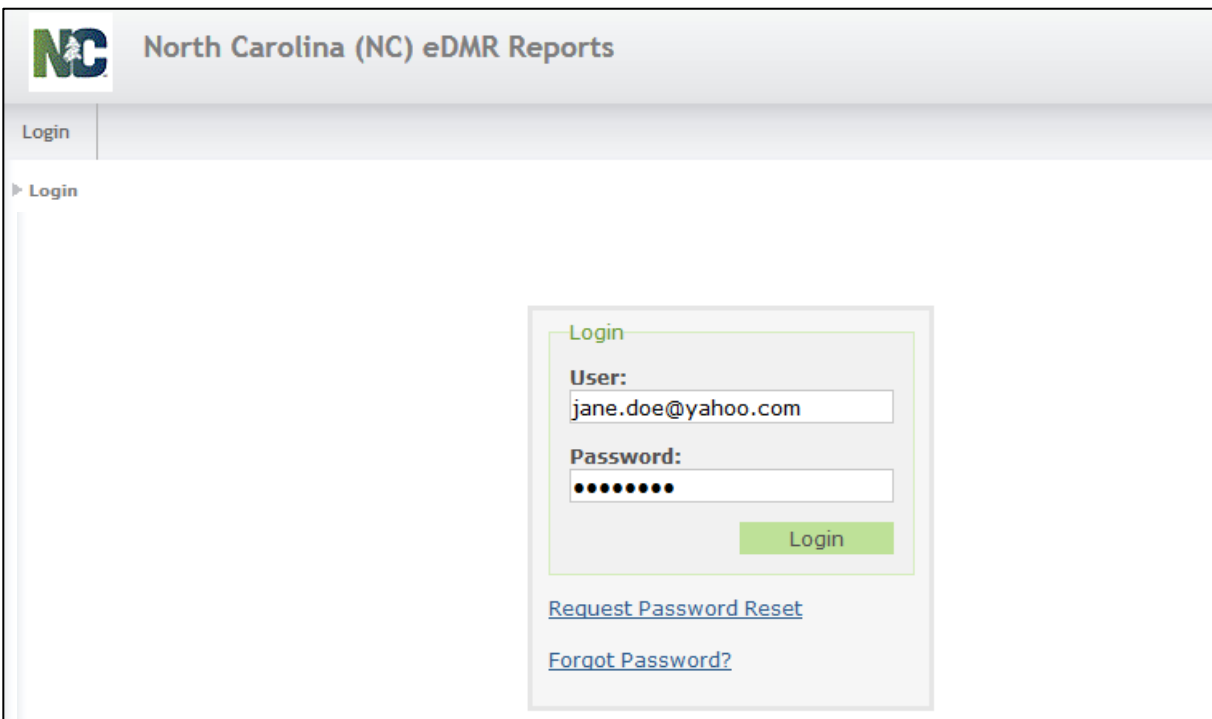
Responsibilities for User Set Up will be shared between the DEMLR Stormwater Program and Owners/Facility Administrators in accordance with Table 1. To summarize this process:

- The **DEMLR Stormwater Program** will set up **Owners and Facility Administrators** based on the information provided by the Owner in the eReporting Registration Form.
- The **Owner or Facility Administrator** will set up the **Data Entry and View Only Users**. Owners and Facility Administrators should do this soon after receiving the email from the eDMR system that their User accounts have been established.

Section 2. Logging in to eDMR

Before you begin, make sure you have the SW User Request form with your User profile and log on information. This information will be required to use the application.

Access eDMR by going to <https://ncnode.enr.state.nc.us/nc-edmr/login.do?m=view>



North Carolina (NC) eDMR Reports

Login

▶ Login

Login

User:
jane.doe@yahoo.com

Password:
●●●●●●

Login

[Request Password Reset](#)

[Forgot Password?](#)

Enter your User ID and Password that was provided by SW eDMR Administrator to log in to the eDMR application. Each User ID must be unique and will be the Facility User's email address of their choice. **Store your User ID and Password in a safe place so you will not have to go through the password reset process (see Section 6).**

(Note: Passwords consist of a minimum of six characters, including at least one alpha and one numeric character. The User will receive a warning after three failed attempts to log in and the account will be locked after ten.)

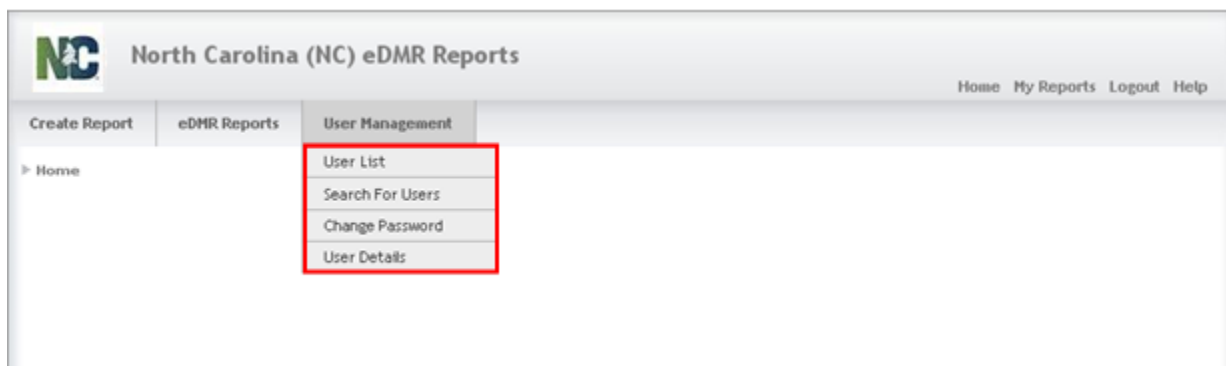
Section 3: Creating and Associating Users with Permits

The SW eDMR Administrator will create the Owner and Facility Administrators based on the information provided in the SW eReporting Registration Form. Then, the Owner or Facility Administrator will create the Data Entry and View Only Users. Also, the Owner may use these instructions to create a Facility Administrator that was not included on the original SW eReporting Registration Form.

3.1 How to Create a New User

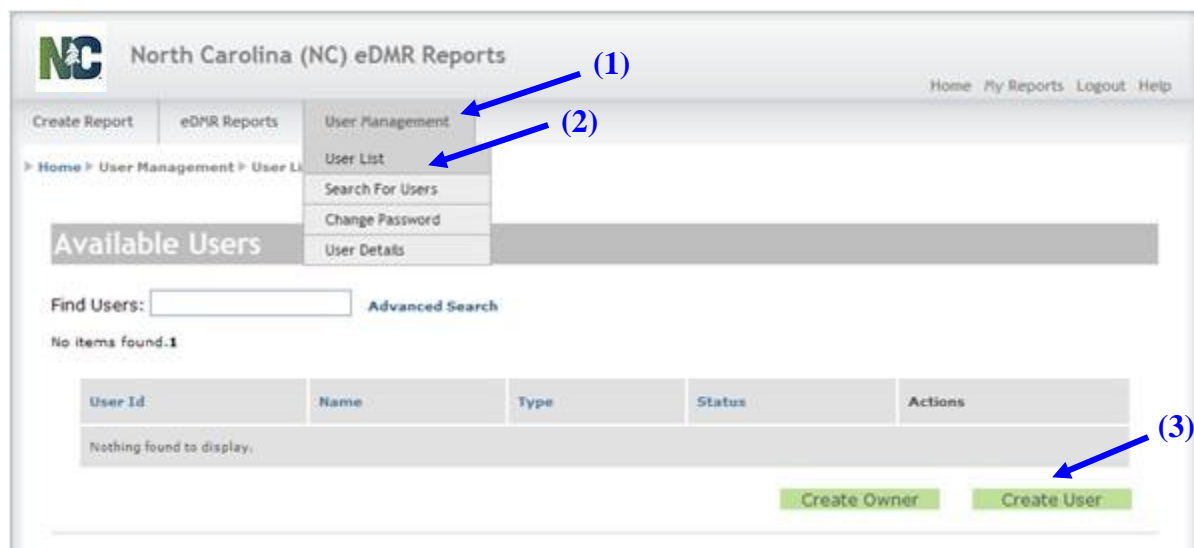
Before creating a new user, search eDMR to ensure that the user does not already have an eDMR account. You will have different privileges depending on your user type:

- **User List** and **Search For Users** are available only to Owners and Facility Administrators.
- **Change Password** and **User Details** are available to all Users.



Select:

- (1) **User Management** on the menu bar, then
- (2) **User List** from the drop-down menu options, then
- (3) **Create User** button.



This will bring you to the Create User – User Information screen. From here, select:

- (1) **FACILITY_USER** as User Type and complete all fields for the person you are designating as the new User (note that Middle name is the only optional field), then click the
- (2) **Create** button to move to the next screen.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > Create User - User Information

Create User - User Information

User Details

User Type: FACILITY_USER (1)

Last name: Doe

Middle name:

First name: Jane

Phone number: 555-1234

Email: jane.doe@yahoo.com

User Id: jane.doe@yahoo.com

Password:

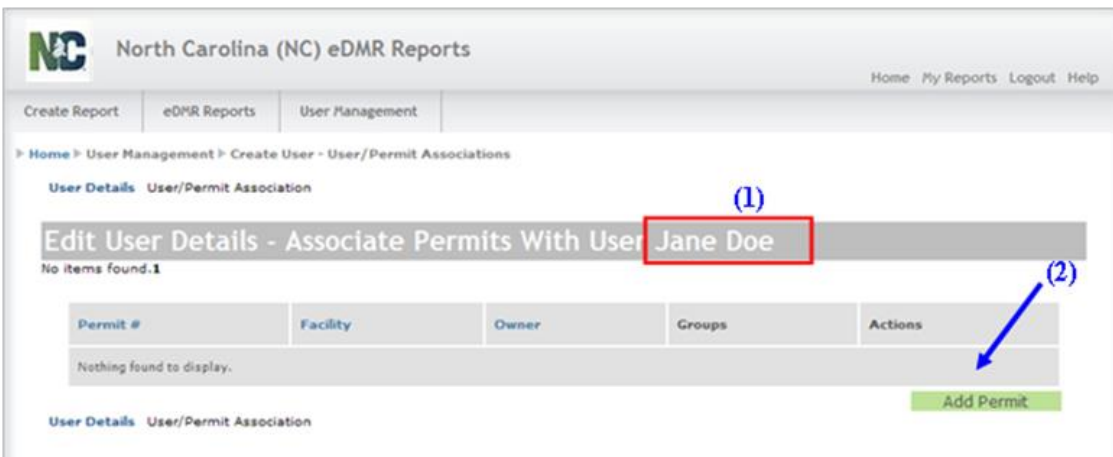
Repeat password:

Cancel Create (2)

3.2 How to Associate the First Permit with a User

You must associate at least one permit to a new user upon creation or that user will become unavailable to you in the eDMR system.

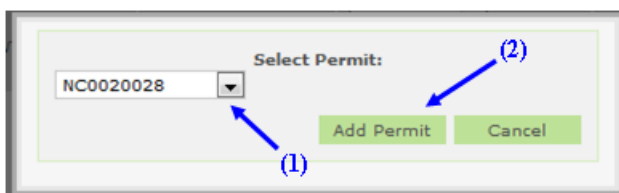
The Edit User Details – Associated Permits screen will appear after you select the “Create” button in the previous step. Next, to add a permit for a User called “**Jane Doe**” (1) in this example, click the **Add Permit** (2) button to associate the first permit(s) to this User.



A popup window will appear with a drop-down selection list showing only those permits associated with the Owner or Facility Administrator using eDMR. In the popup window, select:

Permit Number (1) of a permit you would like to associate with the user from the drop-down list, then click on the ‘

Add Permit (2) button. Only one permit can be added at a time.



After adding the permit, you will return to the Edit User Details – Associate Permits screen. In this example, **Permit # NC0023230 (1)** is now associated to the User **Jane Doe (2)**.

Initially, users are placed in the User Group is **VIEW_ONLY (3)**. If an Owner or Facility Administrator would like to upgrade a User to a Facility Administrator or Data Entry User, that is explained in Section 4.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > Create User - User/Permit Associations

User Details User/Permit Association

Edit User Details - Associate Permits With User Jane Doe (2)

One item found.1

| Permit # | Facility | Owner | Groups | Actions |
|---------------|----------------|--------------------------------|---------------|--------------------------|
| (1) NC0023230 | Richlands WWTP | Onslow Water & Sewer Authority | VIEW_ONLY (3) | Edit Groups, Deny Access |

User Details User/Permit Association

Add Permit

3.3 How to Associate Additional Permits to a User

Select:

- (1) **User Management**, then
- (2) **User List**, then find and select the
- (3) **User ID** you just created. The following User Details screen should display.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > User List

User List

Search For Users

Change Password

User Details

Available Users

Find Users: Advanced Search

68 items found, displaying 1 to 12. [First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

| User Id | Name | Type | Status | Actions |
|-------------------------------------|--|---------------|--------|-------------------|
| coowner.nc0024937@ncdenr.gov | CoOwnerLast Middle CoOwnerFirst | OWNER | ACTIVE | Deactivate Delete |
| facility.administrator@ncmail.net | Facility Administrator | FACILITY_USER | ACTIVE | Deactivate Delete |
| facilityadmin1.nc0023230@ncdenr.gov | Facility Admin1 | FACILITY_USER | ACTIVE | Deactivate Delete |
| facilityadminnc0036277@ncdenr.gov | FacilityAdmin_FirstName FacilityAdmin_LastName | FACILITY_USER | ACTIVE | Deactivate Delete |
| facilityuser.nc0036277@ncdenr.gov | FacilityUser_FirstName FacilityUser_LastName | FACILITY_USER | ACTIVE | Deactivate Delete |
| jane.doe@yahoo.com | Jane Doe | FACILITY_USER | ACTIVE | Deactivate Delete |
| owner.nc0000019@ncdenr.gov | Owner First Name Owner Last Name | OWNER | ACTIVE | Deactivate Delete |
| owner.nc0000744@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |

The Edit User Details screen displays the User information profile just entered. Note that this screen can also be used to perform maintenance on this User's profile information if it changes later.

Click the **User/Permit Association (1)** link.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management (1)

Home > User Management > Edit User Information for Jane Doe

User Details User/Permit Association

Edit User Details for Jane Doe

User Details
Last name: Doe
Middle name:
First name: Jane
Phone number: 555-1234
Email: jane.doe@yahoo.com
User Id: jane.doe@yahoo.com
Password: *****
Repeat password: *****
Cancel Update

Then, in the Edit User Details – Associate Permits screen, click on the **Add Permit (2)** button to associate additional permit(s) to this User.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > Create User - User/Permit Associations

User Details User/Permit Association

Edit User Details - Associate Permits With User Jane Doe (1)

No items found.1

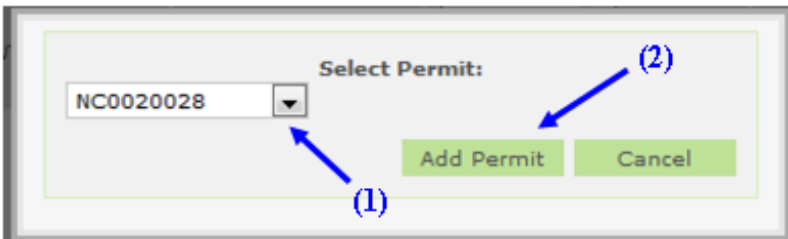
| Permit # | Facility | Owner | Groups | Actions |
|---------------------------|----------|-------|--------|---------|
| Nothing found to display. | | | | |

User Details User/Permit Association

Add Permit (2)

A popup window will appear with a drop-down selection list showing only those permits associated with this facility. Only one permit can be added at a time.

Select the appropriate **Permit (1)** and then click on the **Add Permit (2)** button.



After adding the permit, you will return to the Edit User Details – Associate Permits screen

In this example, **Permit # NC0020028** is now associated to the User **Jane Doe** in addition to the original permit that was associated with her (NC0023230).

3.4 User Creation Email

After the User is created, the eDMR application will automatically send an email notification of this to the User. In addition, the Facility Administrator must provide the new User with their credentials for the new User to log in.



Section 4: User Upgrade to Facility Administrator or Data Entry

As you begin Section 4, remember that the SW eDMR Administrator has already created the user accounts for the Owners and the Facility Administrators that you listed in the SW eReporting Registration Form.

In this step, the Owner or Facility Administrator is responsible for creating the View Only and Data Entry Users associated with each permit. In addition, the Owner has the privilege of upgrading a User to Facility Administrator.

All Users start out as View Only when they are first created; therefore, no further action is needed after User creation (Section 3) for Users that will remain as View Only.

Note that you will not check the CERTIFIER user group for stormwater permits, this is required in the NPDES Wastewater program that shares the eDMR system, but it is not relevant to the NPDES Stormwater program.

4.1 How to Upgrade a User to Facility Administrator

In the Edit User Details Screen, click on the **Edit Groups (1)** link.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > Create User - User/Permit Associations

User Details User/Permit Association

Edit User Details - Associate Permits With User Jane Doe

One item found.1

| Permit # | Facility | Owner | Groups | Actions |
|-----------|----------------|--------------------------------|-----------|--|
| NC0023230 | Richlands WWTP | Onslow Water & Sewer Authority | VIEW_ONLY | Edit Groups, Deny Access |

Add Permit

User Details User/Permit Association

To create a Facility Administrator, check the box to the left of **FACILITY_ADMIN** (1) and the box to the left of **DATA_ENTRY** (1), then click the **Submit** (2) button.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > Create User - User/Permit Associations

User Details User/Permit Association

Edit User Details - Associate Permits With User Jane Doe

One item found.1

| Permit # | Facility | Owner | Groups | Actions |
|-----------|--------------------|--------------------------------|-----------|--------------------------|
| NC0023230 | Richlands WWTP (1) | Onslow Water & Sewer Authority | VIEW_ONLY | Edit Groups, Deny Access |

Add Permit

User Details User/Permit Association

Select Groups

☒ FACILITY_ADMIN

☒ DATA_ENTRY

☐ CERTIFIERS

☐ VIEW_ONLY

Submit (2) Cancel

The User now has Facility Administrator and Data Entry privileges, as can be seen in the **Groups** (1) column.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > Create User - User/Permit Associations

User Details User/Permit Association

Edit User Details - Associate Permits With User Jane Doe

One item found.1

| Permit # | Facility | Owner | Groups (1) | Actions |
|-----------|----------------|--------------------------------|------------------------------|--------------------------|
| NC0023230 | Richlands WWTP | Onslow Water & Sewer Authority | FACILITY_ADMIN DATA_ENTRY | Edit Groups, Deny Access |

Add Permit

User Details User/Permit Association

4.2 How to Upgrade a User to Data Entry

To upgrade a User that you have added to Data Entry, follow the above steps except check only **DATA_ENTRY**, not **FACILITY_ADMIN**.

Section 5: Managing User Access

5.1 How to Deactivate a User

After a User is added, the Available Users Screen, will show the User Status as **Active (1)**. This active status allows the User to login to the system. To prevent the User from logging in to eDMR, change the status to Inactive by clicking **Deactivate (2)**.

When a User is deactivated, the User still exists in eDMR but is Inactive (unable to log in).

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > User List

Available Users

Find Users: Advanced Search

67 items found, displaying 61 to 67. [First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

| User Id | Name | Type | Status | Actions |
|-----------------------------|--------------------------------|---------------|-------------------|-----------------------|
| owner.nc0082597@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |
| owner.nc0086550@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |
| owner1.nc0025984@ncdenr.gov | Owner FirstName Owner Lastname | OWNER | ACTIVE | Deactivate Delete |
| tom.f.moore@ncdenr.gov | Thomas Moore | DWQ_USER | ACTIVE (1) | Deactivate Delete (2) |
| user1.NC0036277@ncdenr.gov | User FirstName User Lastname | FACILITY_USER | ACTIVE | Deactivate Delete |
| user1.nc0023230@ncdenr.gov | User1 First User1 Last | FACILITY_USER | ACTIVE | Deactivate Delete |
| user1.nc0064734@ncdenr.gov | Owner FirstName Owner LastName | FACILITY_USER | ACTIVE | Deactivate Delete |

Create Owner Create User

In the Confirm Deactivate Popup Window, click the **OK (1)** button to confirm deactivation.



In the User Deactivation Confirmation Screen, click the **OK (1)** button to confirm deactivation. Now the User will no longer be able to login to the eDMR system.



5.2 How to Reactivate a User

This is a similar process to Deactivation. To reactivate a User, click on **Activate (1)**.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > User List

Available Users

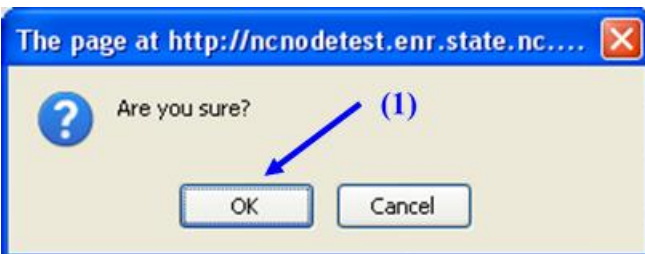
Find Users: [Advanced Search](#)

67 items found, displaying 61 to 67. [[First/Prev](#)] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#) [[Next/Last](#)]

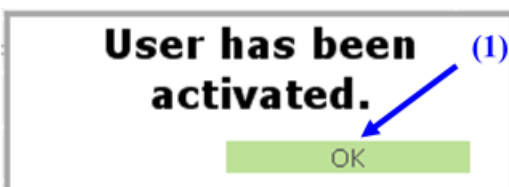
| User Id | Name | Type | Status | Actions |
|---|--------------------------------|---------------|----------|---|
| owner.nc0082597@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |
| owner.nc0086550@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |
| owner1.nc0025984@ncdenr.gov | Owner FirstName Owner Lastname | OWNER | ACTIVE | Deactivate Delete |
| tom.f.moore@ncdenr.gov | Thomas Moore | DWQ_USER | INACTIVE | Activate Delete (1) |
| user1.NC0036277@ncdenr.gov | User FirstName User Lastname | FACILITY_USER | ACTIVE | Deactivate Delete |
| user1.nc0023230@ncdenr.gov | User1 First User1 Last | FACILITY_USER | ACTIVE | Deactivate Delete |
| user1.nc0064734@ncdenr.gov | Owner FirstName Owner LastName | FACILITY_USER | ACTIVE | Deactivate Delete |

[Create Owner](#) [Create User](#)

In the Confirm Reactivate Popup Window, click the **OK (1)** button to confirm reactivation.



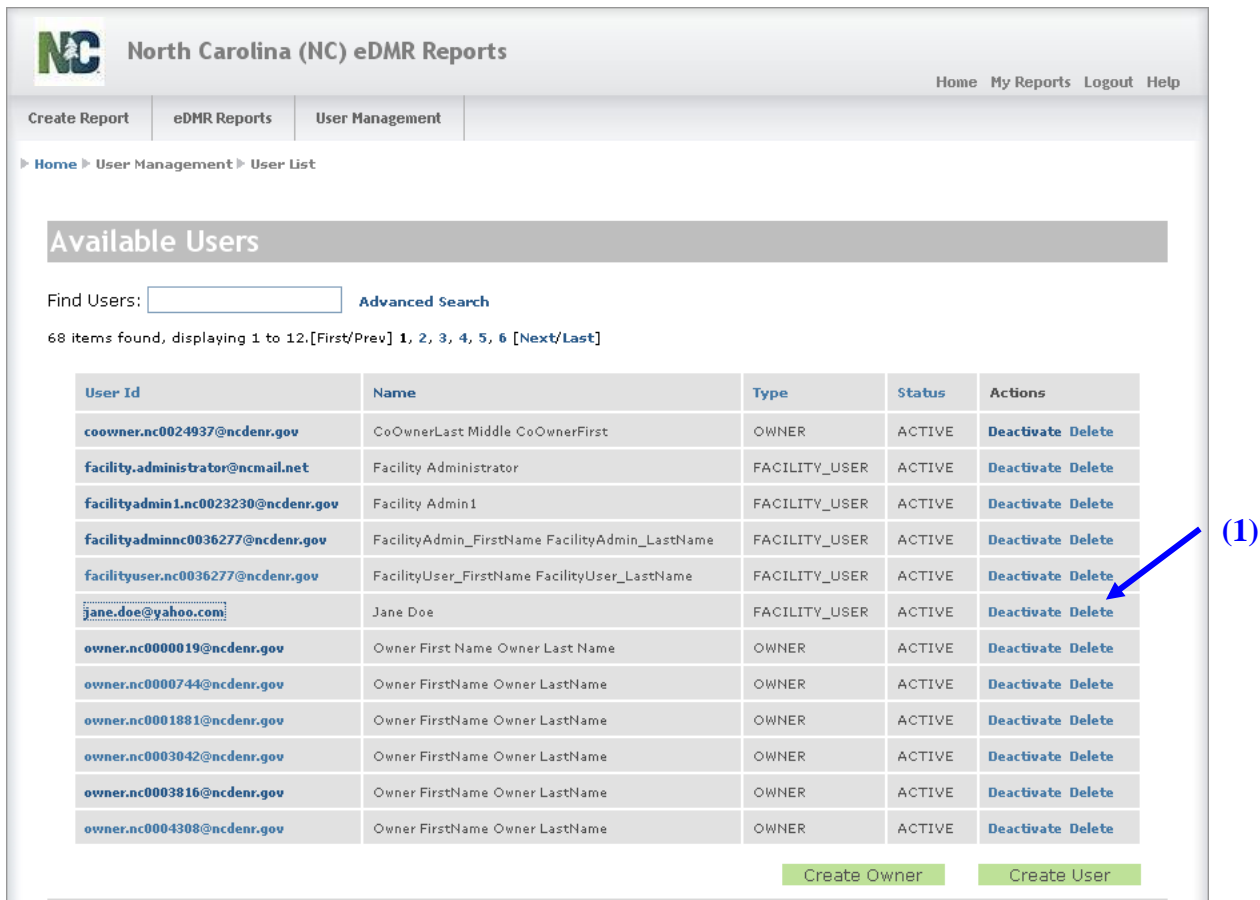
In the User Reactivation Confirmation Screen, click the **OK (1)** button to confirm reactivation. The User will now be able to login to the eDMR system.



5.3 How to Delete a User

It is strongly recommended not to delete a User but rather to use the deactivation feature for any Users that you do not wish to be involved with reporting or viewing permit data in the future. In fact, any User that has submitted reports in the past will not be allowed to be deleted from the system.

However, if the need arises to delete the User from eDMR, click **Delete (1)**. This action will remove the User from eDMR lists, although the User will still be in the system.



North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > User List

Available Users

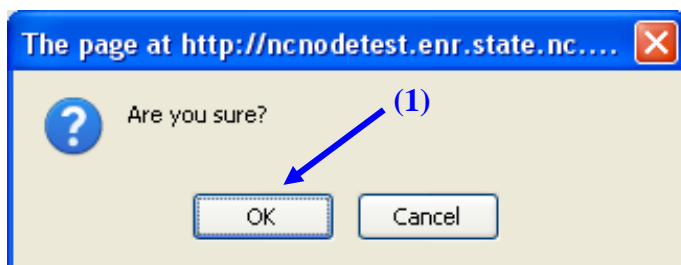
Find Users: [Advanced Search](#)

68 items found, displaying 1 to 12. [First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

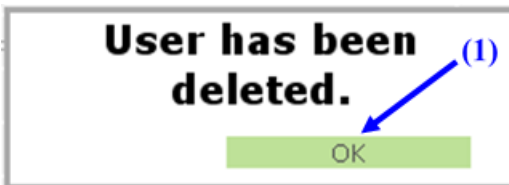
| User Id | Name | Type | Status | Actions |
|-------------------------------------|--|---------------|--------|---|
| coowner.nc0024937@ncdenr.gov | CoOwnerLast Middle CoOwnerFirst | OWNER | ACTIVE | Deactivate Delete |
| facility.administrator@ncmail.net | Facility Administrator | FACILITY_USER | ACTIVE | Deactivate Delete |
| facilityadmin1.nc0023230@ncdenr.gov | Facility Admin1 | FACILITY_USER | ACTIVE | Deactivate Delete |
| facilityadminnc0036277@ncdenr.gov | FacilityAdmin_FirstName FacilityAdmin_LastName | FACILITY_USER | ACTIVE | Deactivate Delete |
| facilityuser.nc0036277@ncdenr.gov | FacilityUser_FirstName FacilityUser_LastName | FACILITY_USER | ACTIVE | Deactivate Delete |
| jane.doe@yahoo.com | Jane Doe | FACILITY_USER | ACTIVE | Deactivate Delete |
| owner.nc0000019@ncdenr.gov | Owner First Name Owner Last Name | OWNER | ACTIVE | Deactivate Delete |
| owner.nc0000744@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |
| owner.nc0001881@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |
| owner.nc0003042@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |
| owner.nc0003816@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |
| owner.nc0004308@ncdenr.gov | Owner FirstName Owner LastName | OWNER | ACTIVE | Deactivate Delete |

Create Owner Create User

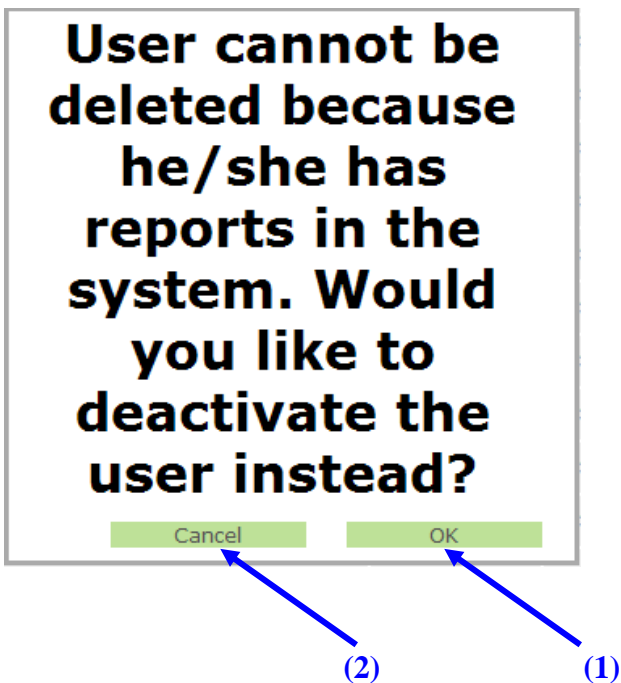
In the Confirm Delete Popup Window, click the **OK (1)** button to confirm deletion.



In the User Delete Confirmation Screen, click the **OK (1)** button to confirm deletion. The User has been removed from the eDMR system.



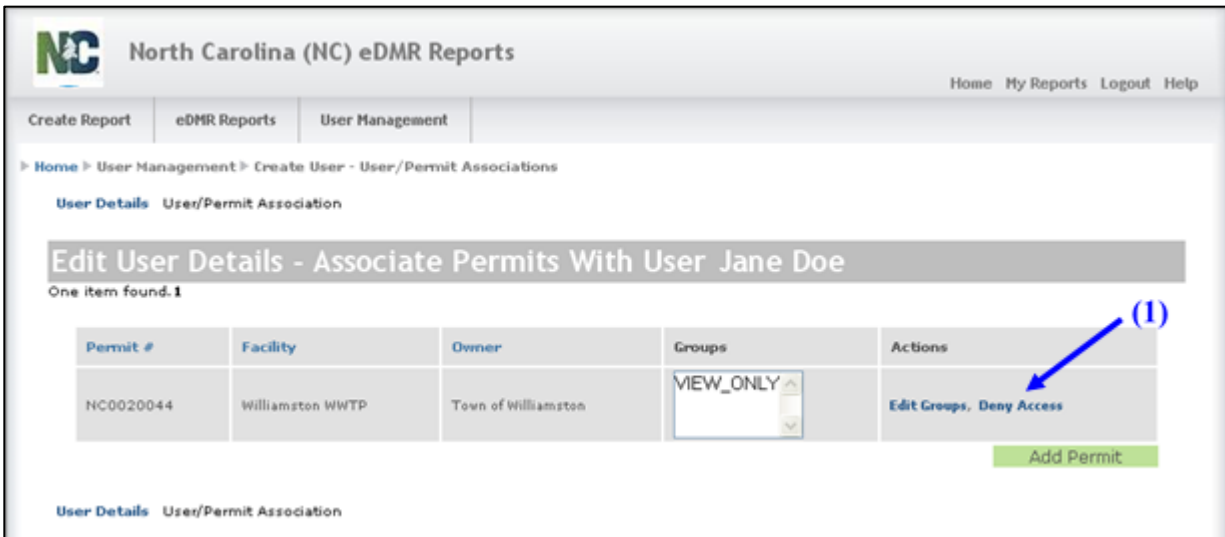
If the User has submitted any reports to eDMR, the User will not be allowed to be deleted from the system. The following message will popup. Click **OK (1)** to deactivate the User. The delete action will be cancelled if the **Cancel (2)** button is clicked.



5.4 How to Deny User Access to a Permit

From the Edit User Details Screen, click on **Deny Access (1)**.

This will disassociate the User with the permit. The User and permit still exist in the system, they are no longer associated to each other.



North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

> Home > User Management > Create User - User/Permit Associations

User Details User/Permit Association

Edit User Details - Associate Permits With User Jane Doe

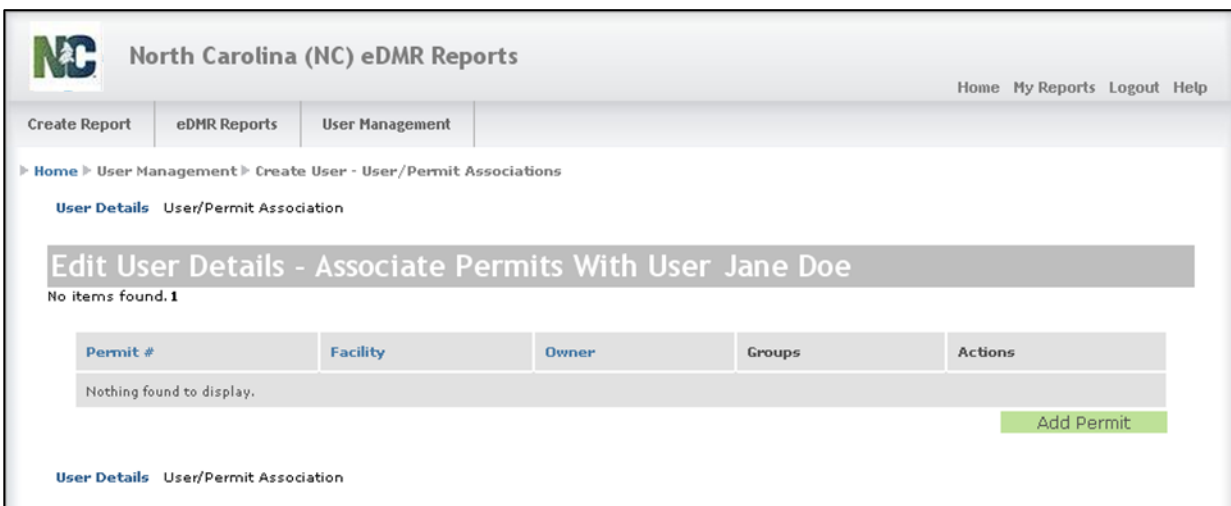
One item found.1

| Permit # | Facility | Owner | Groups | Actions |
|-----------|------------------|---------------------|-----------|--|
| NC0020044 | Williamston WWTP | Town of Williamston | VIEW_ONLY | Edit Groups, Deny Access |

Add Permit

User Details User/Permit Association

Edit User Details screen after action of Deny Access. There are no permits listed **Note that if a User does not have at least one permit associated with him/her, or the Owner and Facility Admin will be unable access the User account and will have to ask the SW eDMR Administrator to restore access.**



North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

> Home > User Management > Create User - User/Permit Associations

User Details User/Permit Association

Edit User Details - Associate Permits With User Jane Doe

No items found.1

| Permit # | Facility | Owner | Groups | Actions |
|---------------------------|----------|-------|--------|---------|
| Nothing found to display. | | | | |

Add Permit

User Details User/Permit Association

5.5 How to Request to Certify and Submit Privileges for Users

The Submitter for a facility must have the signatory responsibility needed to certify and submit eDMRs. Submitters must already be established by the Responsible Official or the Facility Administrator as a Data Entry or View Only User before being upgraded to the "Certify and Submit" privilege.

Upgrading a Data Entry or View Only User to the Certify and Submit Group can only be performed by the SW eDMR Administrator. The Stormwater Program suggests limiting the number of users that are assigned the "Certify and Submit eDMRs" privilege. In addition to the requirement to be managed by the SW eDMR Administrator, Users with the Certify and Submit privilege will have a higher level of effort in the system for identity verification per EPA's NPDES Electronic Reporting Rule.

You will request that at least one User per facility receive Certify and Submit privileges by taking the following actions:

- Complete the [Request to Add Submitter Privileges Form](#), listing all of the Users that you would like to have Certify and Submit privileges. Part D of this form requires a Stormwater Delegation of Signature Authority letter.
- Submit the completed Request to Add Submitter Privileges Form with a Stormwater Delegation of Signature Authority letter in hard copy with original, notarized signatures to: DEMLR Stormwater Program eDMR, 1612 Mail Service Center, Raleigh, NC 27699-1612.
- Notify the SW eDMR administrator in writing if you wish to revoke a User's Certify and Submit privilege.

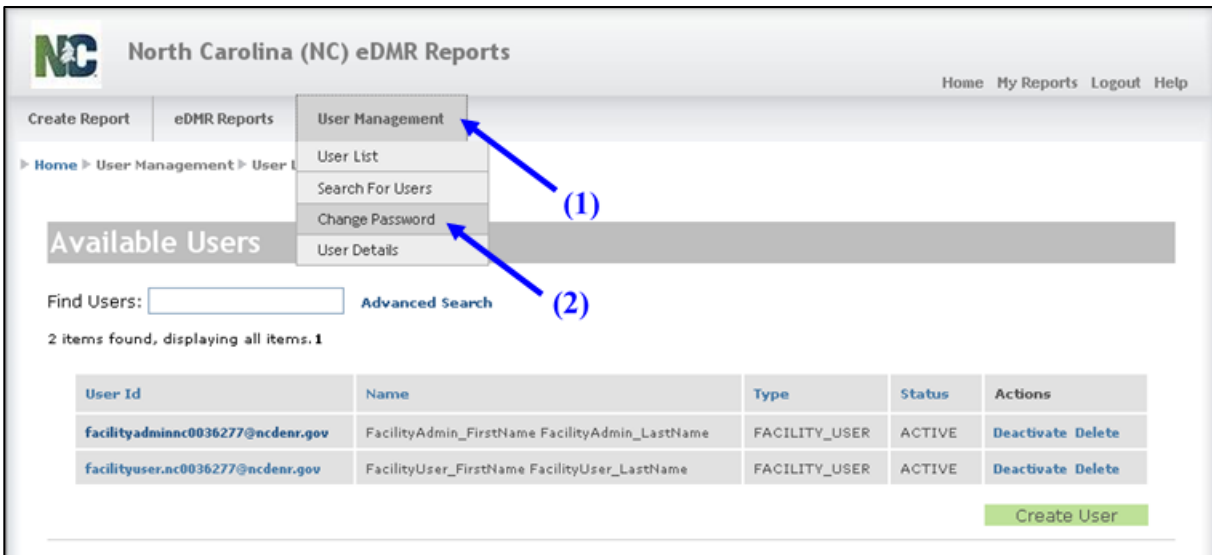
After the SW eDMR Administrator upgrades a User to have Certify and Submit privileges, that User will receive an email that a change has been made. The change will take effect upon the next User login to the eDMR application. After receiving this email, the User should login and view their User information profile to see what has been changed.



Section 6: Managing Passwords

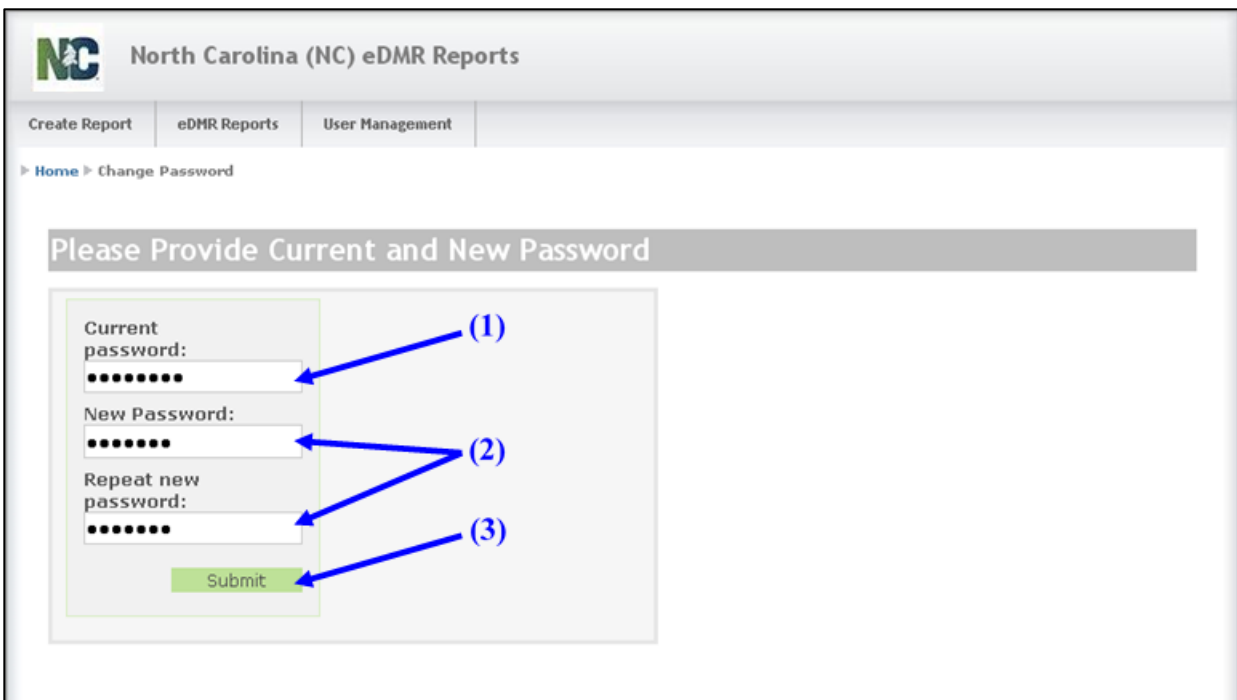
6.1 How to Change a Password

The User has the ability of changing their password at their discretion. To change the password, go to the **User Management (1)** tab, then click on the **Change Password (2)** menu item.



Passwords must consist of at least six characters, including at least one numeric character, and at least one letter. The User will receive a warning after three failed attempts to log in. A User's account is locked after ten failed attempts to log in.

Type in the **Current Password (1)**, the **New Password (2)** in both fields, then click **Submit (3)**.



From the Password Change Confirmation Popup Screen, click the **OK (1)** button.

The screenshot shows the 'North Carolina (NC) eDMR Reports' web application. The page title is 'Please Provide Current and New Password'. On the left, there are three password input fields: 'Current password:', 'New Password:', and 'Repeat new password:'. Each field contains seven dots. Below these fields is a green 'Submit' button. A green message at the bottom left states 'Message: Password was successfully changed.' A modal dialog box in the center-right contains the text 'Password has been changed.' and an 'OK' button. A blue arrow points from the number '(1)' to the 'OK' button.

NC North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

> Home > Change Password

Please Provide Current and New Password

Current password:
••••••••

New Password:
••••••••

Repeat new password:
••••••••

Submit

Message: Password was successfully changed.

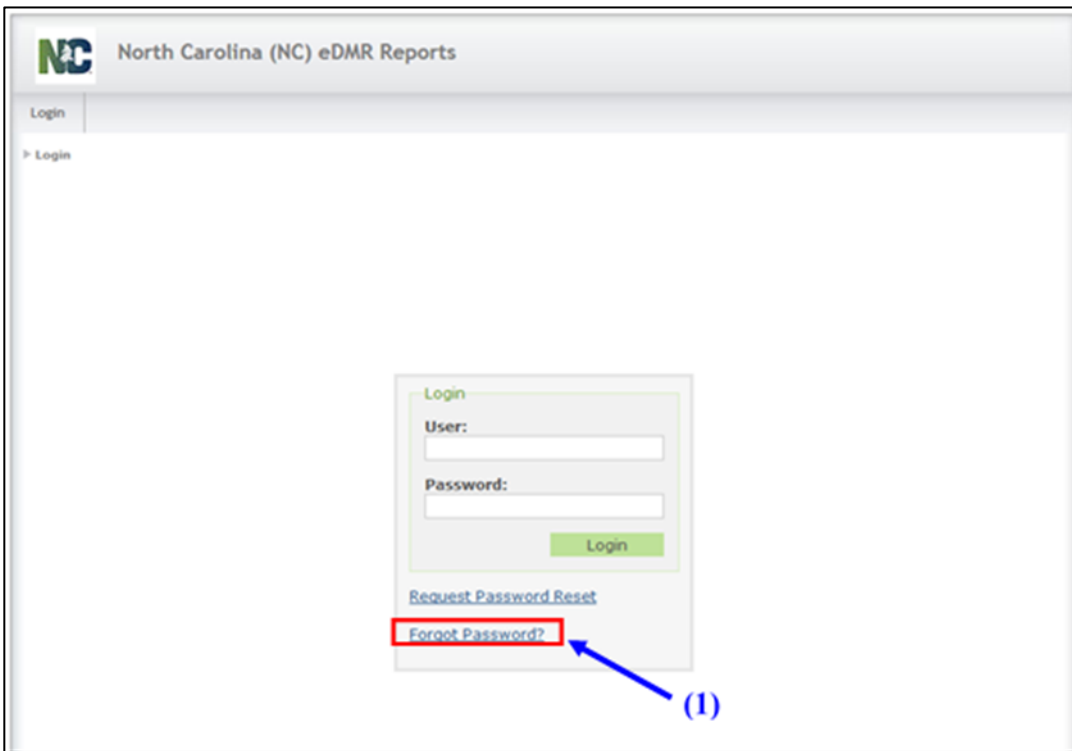
Password has been changed.

OK

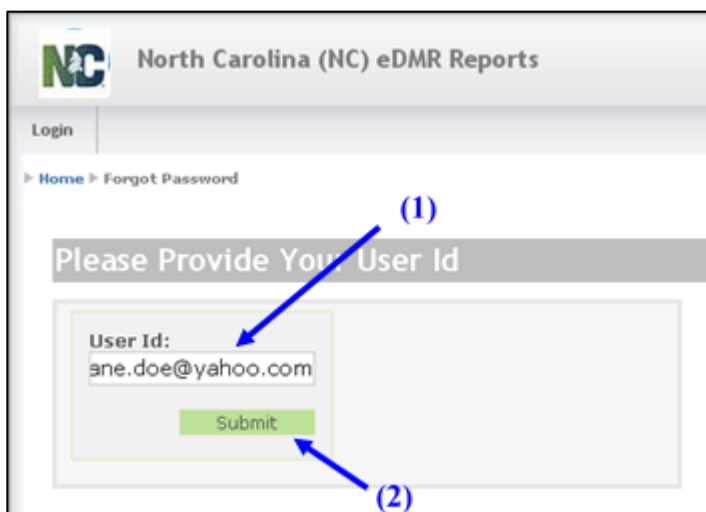
(1)

6.2 How to Retrieve a Lost Password

To retrieve the forgotten password, click on **Forgot Password (1)**.



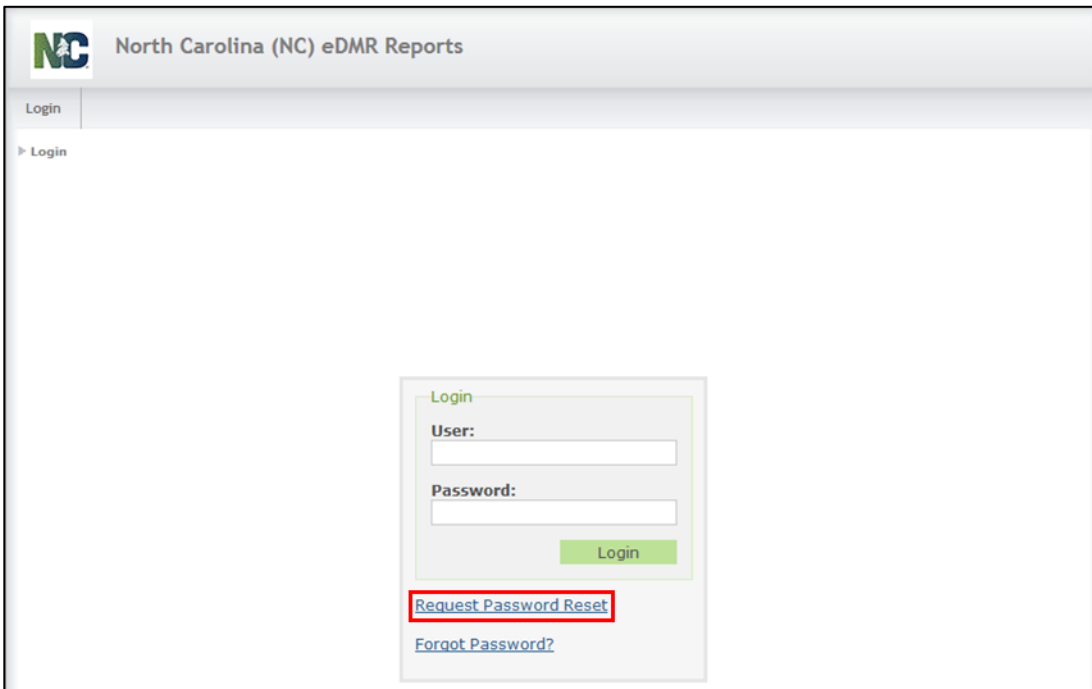
Then, in the Provide User ID Screen, provide the **User ID (1)** and click the **Submit (2)** button.



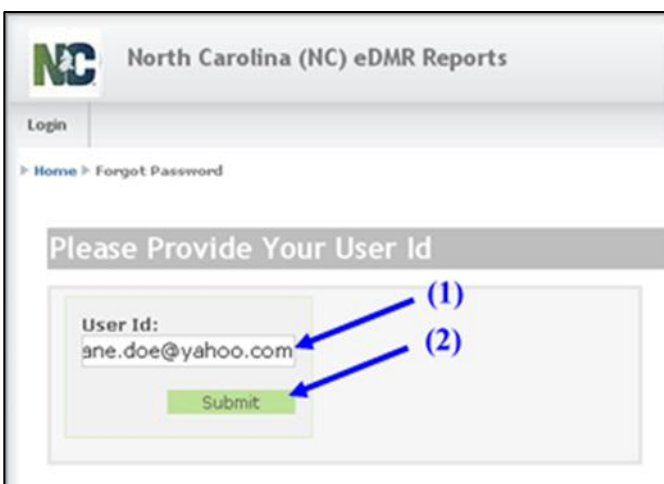
Then, the eDMR application will send an automatic email containing the User's current password to the email address specified on the User's account profile.

6.3 How to Reset a Lost Password

This is a lengthier process than retrieving a lost password. However, the User can request that the password be reset by clicking on **Request Password Reset (1)**.

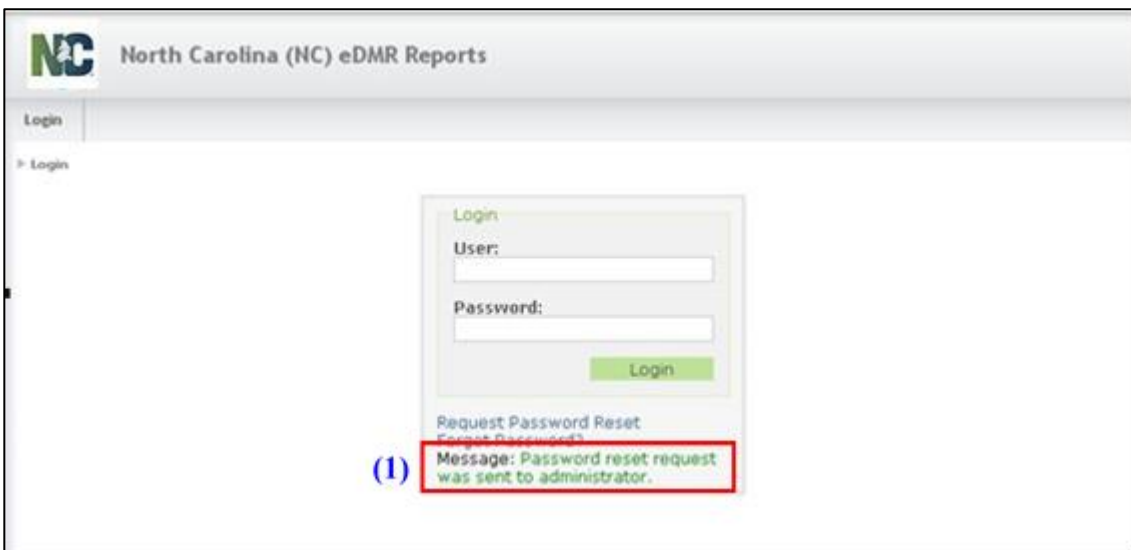


In the next screen, the User must supply their **User ID (1)** and click the **Submit (2)** button.



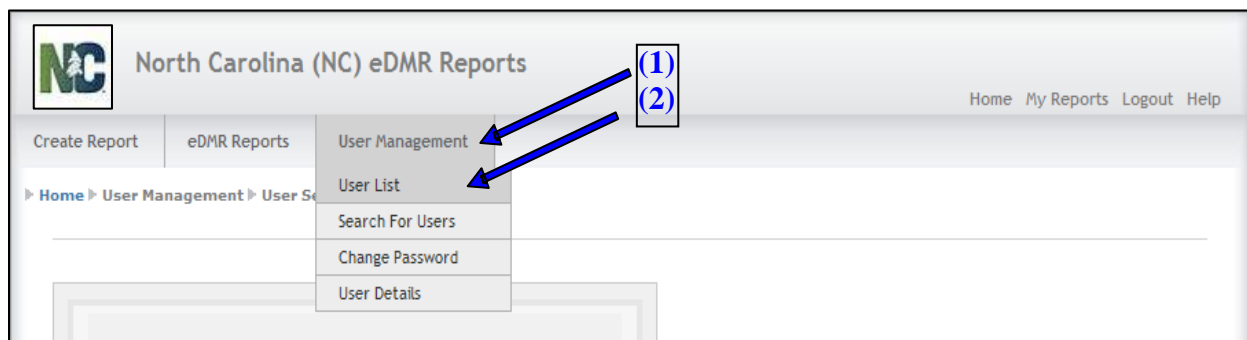
The eDMR system will automatically send an email to the Facility Administrator requesting a password reset. Upon receipt of the email for the password reset request, the Facility Administrator will perform the password reset and notify the User.

The User will see the message that a **Password reset request was sent to the Facility Administrator.** (1)



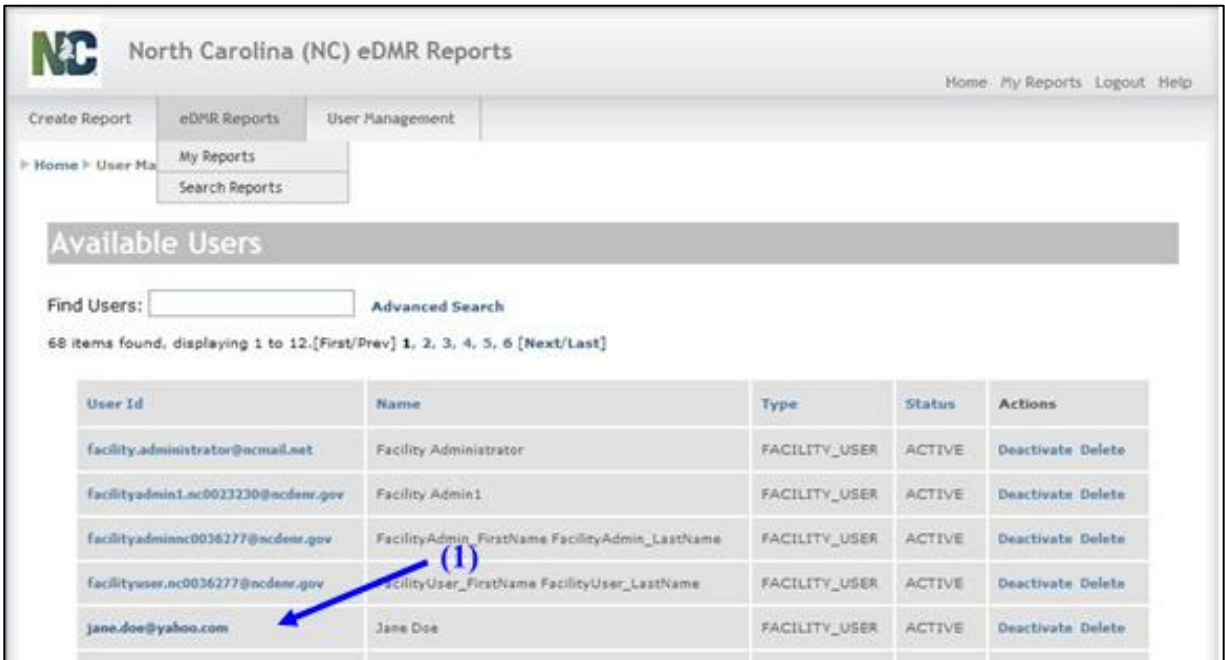
Upon receiving the password reset request, the Facility Administrator will go to the User's profile and change the password. When this is done, the next time the User logs in, the system will prompt them to change their password. **Note that it may take several business days to reset the password of a User with submit privileges.**

The Facility Administrator will reset the User's password by generating a User list. The User list provides a list of all Users for that facility. The Facility Administrator will select **User Management** (1), then **User List** (2).



This display shows there are two Users, besides the Owner, that have been created for this facility/permit.

Click on the **User ID** (1) to bring up the User Details screen for that User.



North Carolina (NC) eDMR Reports

Home · My Reports · Logout · Help

Create Report eDMR Reports User Management

Home > User Management

My Reports

Search Reports

Available Users

Find Users: Advanced Search

68 items found, displaying 1 to 12. [First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

| User Id | Name | Type | Status | Actions |
|-------------------------------------|--|---------------|--------|-------------------|
| facility.administrator@ncmail.net | Facility Administrator | FACILITY_USER | ACTIVE | Deactivate Delete |
| facilityadmin1.nc0023230@ncdemr.gov | Facility Admin1 | FACILITY_USER | ACTIVE | Deactivate Delete |
| facilityadminnc0036277@ncdemr.gov | FacilityAdmin_FirstName FacilityAdmin_LastName | FACILITY_USER | ACTIVE | Deactivate Delete |
| facilityuser.nc0036277@ncdemr.gov | FacilityUser_FirstName FacilityUser_LastName | FACILITY_USER | ACTIVE | Deactivate Delete |
| jane.doe@yahoo.com | Jane Doe | FACILITY_USER | ACTIVE | Deactivate Delete |

Next, in the Edit User Details Screen, the Facility Administrator changes the **Password (1)**. To prevent unauthorized Users from gaining access to this account, the new password should not be a standard reset password such as “password1”. It should be a new password that is only known by the facility administrator and then sent to the **Email (2)** address on the User’s profile.

Passwords consist of at least six characters, including at least one numeric character, and at least one letter. The User will receive a warning after three failed attempts to log in. A User’s account is locked after ten failed attempts to log in.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > User Management > Edit User Information for Jane Doe

User Details User/Permit Association

Edit User Details for Jane Doe

User Details

Last name: Doe

Middle name:

First name: Jane

Phone number: 555-1234

Email: jane.doe@yahoo.com (2)

User Id: jane.doe@yahoo.com

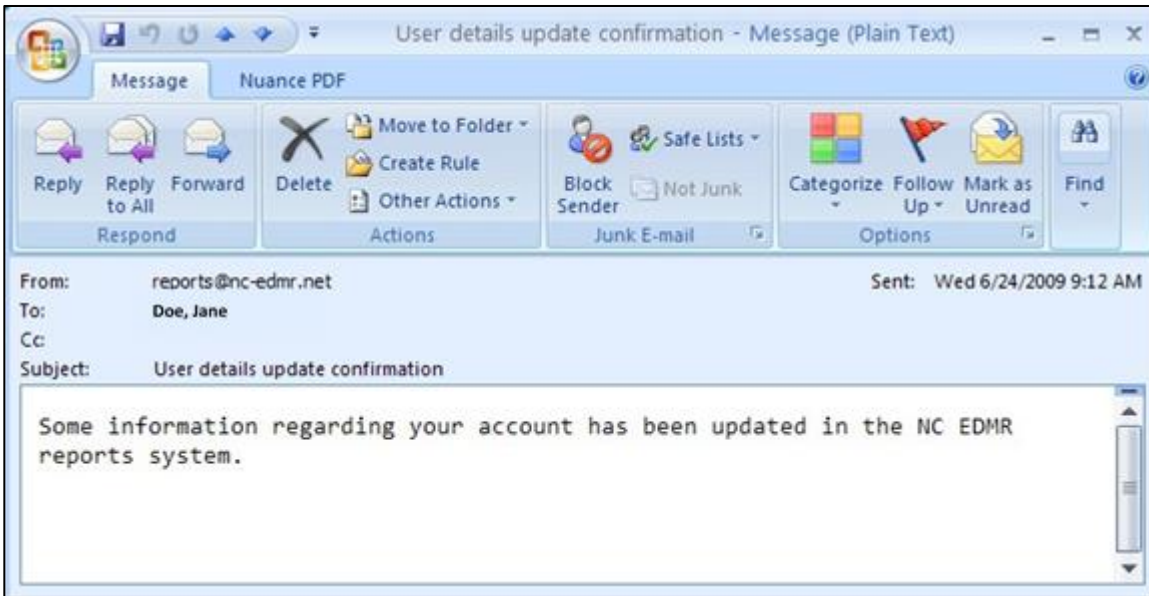
Password: (1)

Repeat password:

Cancel Update

The User receives two emails in the Password Reset process.

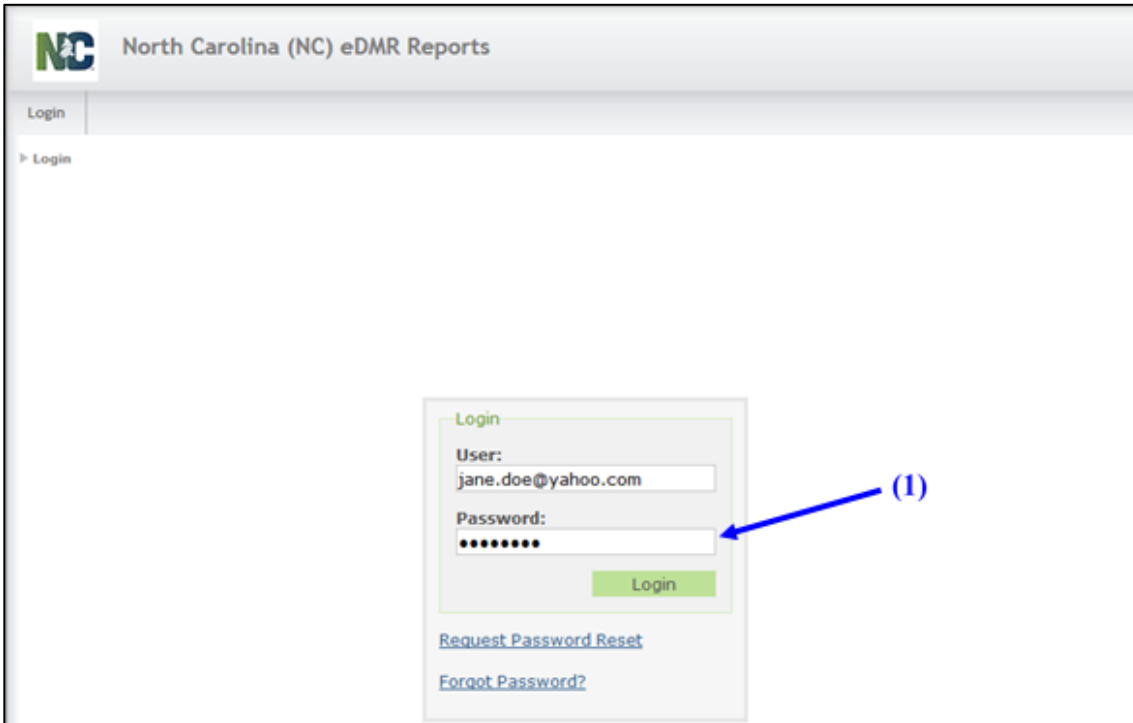
The first email is automatically generated by the system notifying the User that their profile information has been updated.



The second email will be from the Facility Administrator containing the new password.



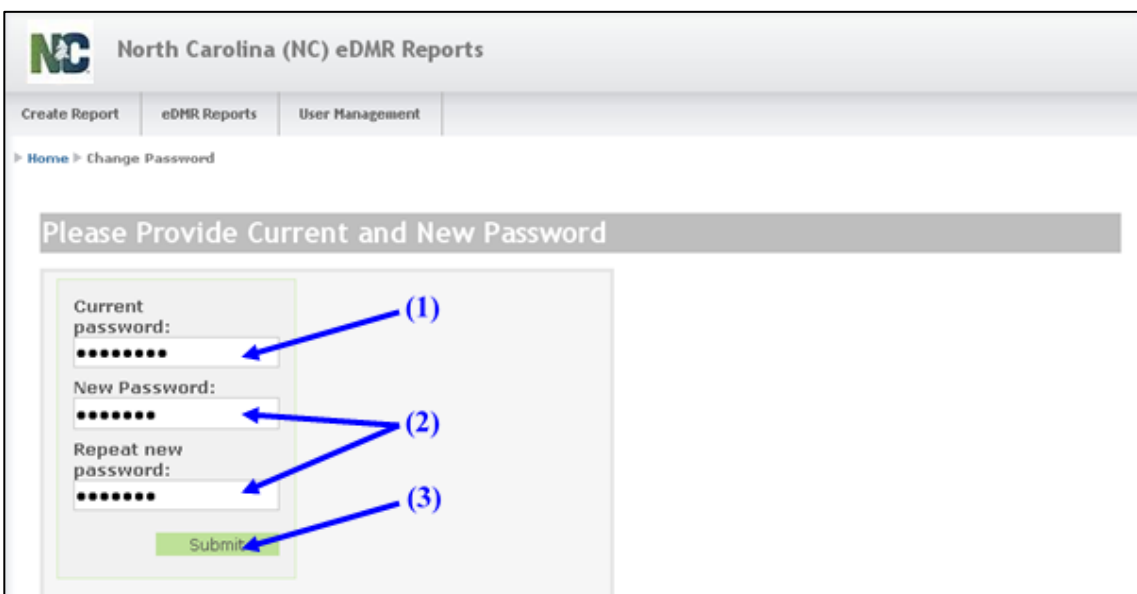
The User logs on in the normal manner with the new **Password (1)**.



The User will be prompted to change the password at the next login.

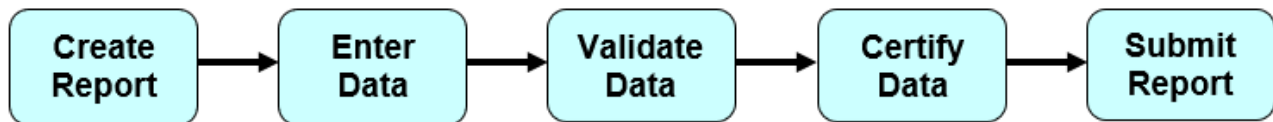
Enter the password that was indicated on the password reset email received from the Facility Administrator into the field **Current password (1)**, then pick a new password and enter it into the **New Password (2)** fields. Finally, click on **Submit (3)**.

Passwords consist of at least six characters, including at least one numeric character, and at least one letter. The User will receive a warning after three failed attempts to log in. A User's account is locked after ten failed attempts to log in.



Section 7: Creating and Submitting eDMR Reports

7.1 Overview of the eDMR Reporting Process



The eDMR reporting process is comprised of the following steps:

- **Create the report** – You will instruct the eDMR system to create a report form for a specific permit. The eDMR system will provide the fields that you need to report the data.
- **Enter data** – You will input the stormwater monitoring data into the report.
- **Validate the data** – You will validate that the data is correct and the eDMR system will check the data and provide warnings of any potential reporting issues as needed.
- **Certify the data** – You will certify the data. This step is required in the NPDES wastewater program but is not required in the NPDES stormwater program. However, the two programs share the eDMR system and thus this is part of the reporting process for stormwater as well. It is a very quick step and can be done immediately after validating the data.
- **Submit the report** – If you have submitter privileges, you will electronically sign and submit the eDMR report. The eDMR system will require the submitter to re-enter their password and provide the answer to one of their 5 security questions, which is randomly selected by system.

Important Note: The earliest day you can submit an eDMR report is the first day of the month after the sample was collected. For example, if a sample is collected on May 3, the eDMR report could be submitted on June 1, but could not be submitted on May 30. See below for an example of the error message you will receive if you attempt to submit monitoring data during the same month in which it was collected.

However, you can create, validate, and certify an eDMR report at any time.

Your permit includes requirements about the last acceptable day to submit monitoring data. For many of the permits, the deadline to submit data is 30 days after the end of the quarterly monitoring period ends (April 30, July 30, October 30, and January 30 for quarters 1-4, respectively.)

7.2 How to Create an eDMR Report

The user will only be able to create a new eDMR Report if:

- The permit is active.
- The permit has active outfalls for this reporting period.
- An eDMR does not already exist for this permit/reporting period.
- DEMLR has not already received a DMR for the reporting month.

To create a new eDMR, select **(1) Create Report**.

Select the permit for which you are reporting and then select the month and year that the sample was collected. The date cannot be in the future. Click on the **(1) Create Report** button. If a report has already been created in eDMR for that month and year, a message will be displayed.

The following screen will be displayed after initial report creation. The eDMR has a status of “In Progress,” as indicated in the breadcrumbs. Some information has been pre-populated for the permitted facility. The values in these fields should be reviewed and adjusted prior to continuing.

- (1) **ORC Name** - It will automatically say “Not Required” in this field, enter nothing here.
- (2) **Has ORC Changed** - Enter nothing here.
- (3) **Compliance Status** - *For most stormwater permits, select “Compliant.”* If you are covered under an NCG02, NCG14, or and NCG24, and one or more of your wastewater outfalls has exceeded a limit, then select “Non-Compliant” and provide a comment in the “Comments” field (Item(9) below).
- (4) **Certified Lab #** - If multiple labs are used, enter each separated by a comma, semi-colon, slash, etc.
- (5) **Lab Name** - If multiple labs are used, enter each separated by a comma, semi-colon, slash, etc. (corresponding to lab # above).
- (6) **Persons(s) Collecting Samples** - Enter the name of the person collecting the samples.
- (7) **Contact Phone #** - Enter the phone number of the person collecting the samples. You will receive a warning later if you do not enter information in this cell.
- (8) **Comments** - This field is required only when the Non-Compliant indicator is marked. **NOTE:** This comment field cannot exceed 4000 characters.
- (9) **eDMR Pages** - The dropdown box will become populated after you submit a report for one of the permit’s outfalls.

Enter the above information and click the (10) **Save** button. Then click the (11) **Create New Page** button.

Note that eDMR provides the option to **Create New Report Page from File**. This option is not typical for most stormwater permittees and is not covered in this manual. If your facility has a wastewater permit and you wish to create a new report from file, please consult the [Wastewater eDMR Submittal Guidance web page](#) for more information.

NC North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NCS000202 V1.0 06-2021 In Progress

Permit

| | | | | |
|---------------------------------|-------------------------------|-------|----------------|---------------------------|
| Permit #: NCS000202 Ver. 2.0 | Status: Expired | SOC#: | Class: SWNC | Facility Name: KT Mica |
| County: MITCHELL | Owner: The Quartz Corp USA | | | |

ORC (1)

| | | | | |
|-----------------------|----------------------------------|-------------------|----------------|---|
| Name: Not Required | Certification Number: 1009458 | Status: Active | Grade: SWNC | Has ORC changed?: <input type="checkbox"/> |
|-----------------------|----------------------------------|-------------------|----------------|---|

eDMR

| | | | |
|--------------------------------|-----------------|------------------------|---|
| Period: 06-2021 (June 2021) | Version: 1.0 | Status: In Progress | Compliance Status: * <input type="radio"/> Compliant <input type="radio"/> Non-Compliant |
|--------------------------------|-----------------|------------------------|---|

Certified Lab #: (4)

Lab Name: (5)

Person(s) Collecting Samples: (6)

Contact Phone #: * (7)

Comments (8)

(9)

(10) Save Cancel

eDMR Pages (9)

(11) Create New Page Create New Page From File

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In the next screen, you will select one of the available **(1) Outfall and Sampling Location** combinations in which to create the report. Only the Outfall and Sampling Location combinations allowed for that specific permit will be displayed. Then, click on the **(2) Create Page** button.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NCS000020 V1.0 06-2021 In Progress > Create Page

Create Page

Report Period:
June 2021

Permit Number:
NCS000020

Outfall and Sampling Location:
Outfall: 001 - Location: EFFLUENT
Outfall: 001 - Location: EFFLUENT
Outfall: 008 - Location: EFFLUENT

Create Page

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The last step in creating a new report is to select **(3) All Weeks (1-30)** from the page below.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NCS000020 V1.0 06-2021 In Progress > Report Page:001-Effluent

[Show Report Area]

eDMR Page

Outfall #: 001

Receiving Stream: CATAWBA RIVER (Lake Norman below elevation 760)

Sampling Location: Effluent

No Flow/Discharge from Site: ☐

Comments

Save Cancel

Weeks

Week #1 (1-5) Week #2 (6-12) Week #3 (13-19) Week #4 (20-26) Week #5 (27-30) All Weeks (1-30)

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7.3 How to Enter eDMR Data

After selecting All Weeks (1-30) in the previous screen, the following page will appear. *You will not enter any information in the first screen that appears (see sample below). Instead, you will scroll past the first table to the second table.*

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NCS000020 V1.0 06-2021 In Progress > Report Page:001-Effluent > All Weeks (1-30)

[Show Report Area]

[Show Report Page Area]

Week #1 (1-5) Week #2 (6-12) Week #3 (13-19) Week #4 (20-26) Week #5 (27-30) All Weeks (1-30)

[Hide Log Parameters Area]

| Day of week | Date | Composite Sample Time | Total Composite Time | Operator Arrival Time | Operator Time On Site | ORC On Site? | No Reporting Reason |
|-------------|------|-----------------------|----------------------|-----------------------|-----------------------|--------------|---------------------|
| | | 2400 clock | Hrs | 2400 clock | Hrs | V/B/N | |
| Tuesday | 1 | | | | | | |
| Wednesday | 2 | | | | | | |
| Thursday | 3 | | | | | | |
| Friday | 4 | | | | | | |
| Saturday | 5 | | | | | | |
| Sunday | 6 | | | | | | |
| Monday | 7 | | | | | | |
| Tuesday | 8 | | | | | | |
| Wednesday | 9 | | | | | | |
| Thursday | 10 | | | | | | |
| Friday | 11 | | | | | | |
| Saturday | 12 | | | | | | |
| Sunday | 13 | | | | | | |
| Monday | 14 | | | | | | |
| Tuesday | 15 | | | | | | |
| Wednesday | 16 | | | | | | |

Underneath the first table, find the second table. This table is auto populated with the stormwater parameters that you are required to report in your permit. Check to make sure that the correct parameters are included in the table (by consulting your permit). If there are any discrepancies, email SW-eDMR@ncdenr.gov.

| Parameter Code: | | 50250 | 00400 | 00310 | N000L | 34471 | 2948E | 29492 |
|-----------------------|------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Sampling Frequency: | | Semi-annually | Semi-annually | Semi-annually | Semi-annually | Semi-annually | Semi-annually | Semi-annually |
| Composite(C)/Grab(G): | | Grab ▼ | Grab ▼ | Grab ▼ | Grab ▼ | Grab ▼ | Grab ▼ | Grab ▼ |
| Day of week | Date | FLOW | pH | TSS - Co | NEW OIL | PCB-1016 | PCB-1221 | PCB-1232 |
| | | gpd ▼ | 30 ▼ | mg/l ▼ | gal/mo ▼ | mg/l ▼ | mg/l ▼ | mg/l ▼ |
| Monday | 1 | | | | | | | |
| Tuesday | 2 | | | | | | | |
| Wednesday | 3 | | | | | | | |
| Thursday | 4 | | | | | | | |
| Friday | 5 | | | | | | | |
| Saturday | 6 | | | | | | | |
| | | FLOW | pH | TSS - Co | NEW OIL | PCB-1016 | PCB-1221 | PCB-1232 |
| Sunday | 7 | | | | | | | |
| Monday | 8 | | | | | | | |
| Tuesday | 9 | | | | | | | |
| Wednesday | 10 | | | | | | | |
| Thursday | 11 | | | | | | | |
| Friday | 12 | | | | | | | |
| Saturday | 13 | | | | | | | |
| | | FLOW | pH | TSS - Co | NEW OIL | PCB-1016 | PCB-1221 | PCB-1232 |
| Sunday | 14 | | | | | | | |
| Monday | 15 | | | | | | | |
| Tuesday | 16 | | | | | | | |
| Wednesday | 17 | | | | | | | |
| Thursday | 18 | | | | | | | |
| Friday | 19 | | | | | | | |
| Saturday | 20 | | | | | | | |
| | | FLOW | pH | TSS - Co | NEW OIL | PCB-1016 | PCB-1221 | PCB-1232 |
| Sunday | 21 | | | | | | | |
| Monday | 22 | | | | | | | |
| Tuesday | 23 | | | | | | | |
| Wednesday | 24 | | | | | | | |
| Thursday | 25 | | | | | | | |
| Friday | 26 | | | | | | | |
| Saturday | 27 | | | | | | | |
| | | FLOW | pH | TSS - Co | NEW OIL | PCB-1016 | PCB-1221 | PCB-1232 |
| Sunday | 28 | | | | | | | |
| | | FLOW | pH | TSS - Co | NEW OIL | PCB-1016 | PCB-1221 | PCB-1232 |

[Show Totals Area]

(1) → Save Cancel

If the parameters are correct, go to the day the sample is collected and enter the data collected.

| | | FLOW | pH | TSS - Co | NEW OIL | PCB-1016 | PCB-1221 | PCB-1232 |
|-----------|----|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Sunday | 14 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Monday | 15 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tuesday | 16 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wednesday | 17 | 15 | 7.1 | 31 | 60 | 0.5 | 0.5 | 0.5 |
| Thursday | 18 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Friday | 19 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Saturday | 20 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Important Notes:

- You may also use the symbols ">" and "<" when you report data on this page.
- Hitting "tab" will advance you to the next cell on the right. Note that you may need to scroll to the right if your permit contains more parameters than fit on the page.

After entering the data, click the **(1) Save** button (see the unenlarged screen) and the message below will appear.

The screenshot shows the North Carolina (NC) eDMR Reports web application. The header includes the NC logo and the title 'North Carolina (NC) eDMR Reports'. Navigation links for 'Home', 'My Reports', 'Logout', and 'Help' are visible. A breadcrumb trail reads: 'Home > Report: NCS000020 V1.0 06-2021 In Progress > Report Page:001-Effluent > All Weeks (1-30)'. A red message box displays 'Saved Successfully!'. Below the message are two links: '[Show Report Area]' and '[Show Report Page Area]'.

7.4 How to Validate and Certify an eDMR Report

Before you validate an eDMR report for a permit, you will need to provide reports for all outfalls for at that permitted facility. If a report is not provided for every outfall, you will receive an error message and will be unable to validate the eDMR report.

To validate an eDMR report:

- Select **(1) My Reports** from the eDMR Reports tab.
- Click on **(2) Permit Number** for which you would like to validate the report.
- Click on **(3) Validate**.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

My Reports Search Reports

eDMR Reports List

2 Items found, displaying all items.1

| Permit # | Owner | Facility | Version | DMR For | Status | Actions |
|-----------|---------------------------|-----------------------------|---------|---------|-------------|-------------------------|
| NCS000020 | The Quartz Corp USA | KT Mica | 1.0 | 06-2021 | In Progress | Validate Certify Delete |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 06-2021 | In Progress | Validate Certify Delete |

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If you successfully validate the data, you will see the following message:

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NCS000020 V1.0 06-2021 Validated:Valid Validation Report

Validation for Report: NCS000020 V1.0 06-2021 Validated:Valid

Report Page:001-Effluent (See Data For All Weeks)

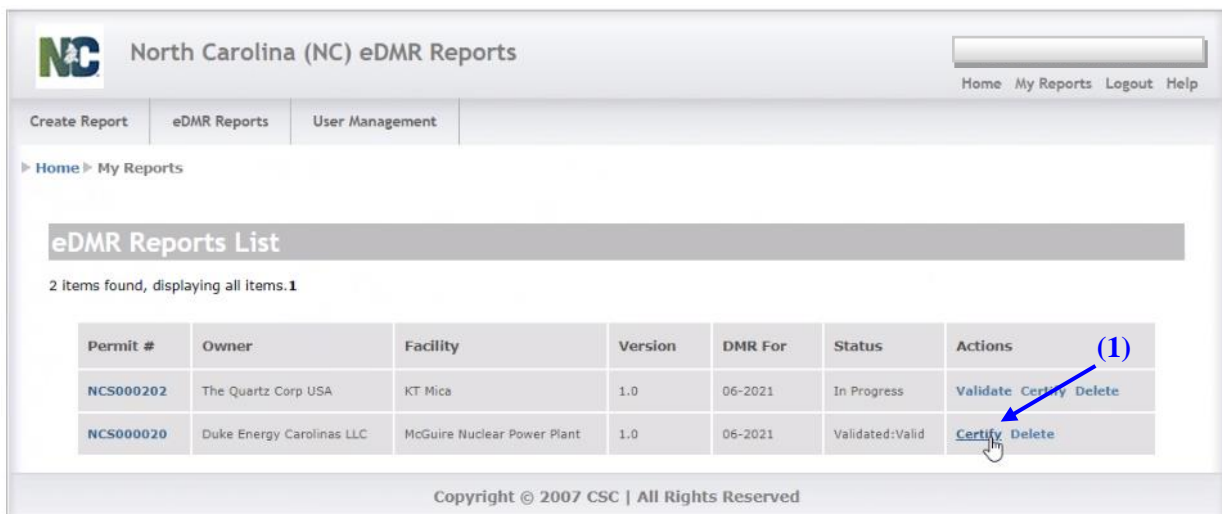
Report Page:008-Effluent (See Data For All Weeks)

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The next step is to certify the eDMR report. Although this is not a required step in the NPDES stormwater program, it is built into the eDMR system to support the NPDES wastewater program. Fortunately, it is a quick and easy step.

To certify an eDMR report:

- Select **(1) Certify**.
- On the next screen, click the box **(2)** certifying that the data is accurate and complete.
- Click **(3) Certify**.



North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home My Reports

eDMR Reports List

2 items found, displaying all items.1

| Permit # | Owner | Facility | Version | DMR For | Status | Actions |
|-----------|---------------------------|-----------------------------|---------|---------|-----------------|-------------------------|
| NCS000202 | The Quartz Corp USA | KT Mica | 1.0 | 06-2021 | In Progress | Validate Certify Delete |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 06-2021 | Validated:Valid | <u>Certify</u> Delete |

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North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NCS000020 V1.0 06-2021 Validated:Valid Report Certification

Report Certification

Permit Number: NCS000020 Report Period: 06-2021 Facility Name: McGuire Nuclear Power Plant Facility Address: NC Hwy 73 , Huntersville NC 28078 eDMR Certify Date: 06/22/2021

ORC Data

ORC: * Not Required ORC Certification Number: * 1009458

Certifier Data

First Name: * DWQ Middle Name: * Last Name: * Admin Contact Phone Number: * 9198076451

☒ * By this signature, I certify that this report is accurate and complete to the best of my knowledge.

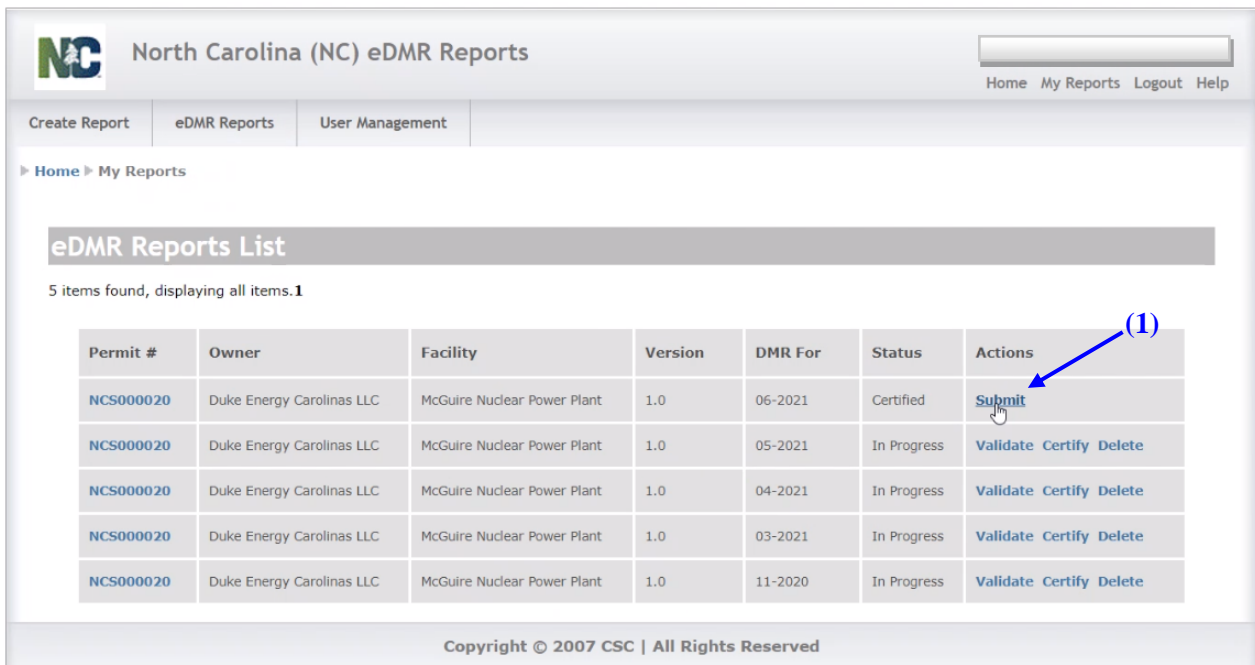
Certify

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7.5 How to Submit an eDMR Report

To submit an eDMR report:

- Select **(1) Submit**.
- On the next screen, **(2)** enter your password and click **(3) Verify**.



North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

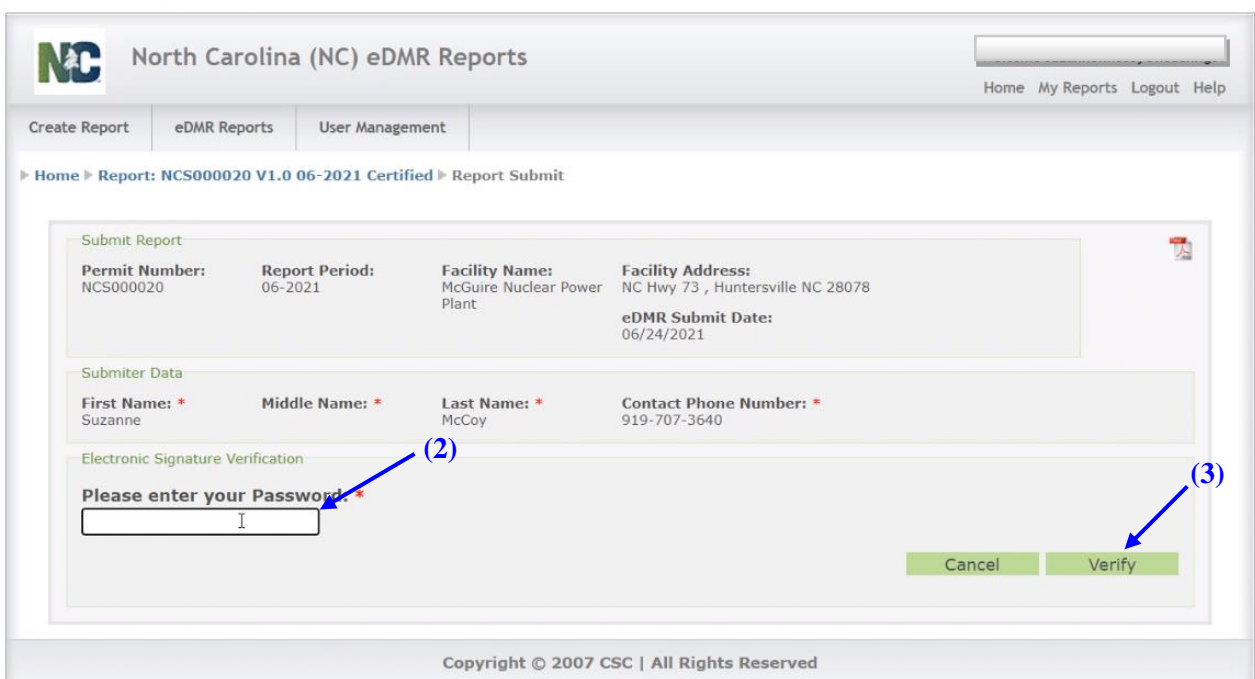
Home > My Reports

eDMR Reports List

5 items found, displaying all items.1

| Permit # | Owner | Facility | Version | DMR For | Status | Actions |
|-----------|---------------------------|-----------------------------|---------|---------|-------------|---|
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 06-2021 | Certified | Submit |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 05-2021 | In Progress | Validate Certify Delete |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 04-2021 | In Progress | Validate Certify Delete |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 03-2021 | In Progress | Validate Certify Delete |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 11-2020 | In Progress | Validate Certify Delete |

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North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NCS000020 V1.0 06-2021 Certified > Report Submit

Submit Report

Permit Number: NCS000020 Report Period: 06-2021 Facility Name: McGuire Nuclear Power Plant Facility Address: NC Hwy 73, Huntersville NC 28078 eDMR Submit Date: 06/24/2021

Submitter Data

First Name: * Suzanne Middle Name: * Last Name: * McCoy Contact Phone Number: * 919-707-3640

Electronic Signature Verification

Please enter your Password: *

Cancel Verify

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On the next screen that appears, (1) enter your answer to the security question and click (2) **Verify**.

On the following screen, check the (3) box and click the (4) **Certify** box.

NC North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NCS000020 V1.0 02-2021 Certified > Report Submit

Submit Report

| | | | |
|------------------------------------|----------------------------------|--|---|
| Permit Number: NCS000020 | Report Period: 02-2021 | Facility Name: McGuire Nuclear Power Plant | Facility Address: NC Hwy 73 , Huntersville NC 28078 eDMR Submit Date: 06/24/2021 |
|------------------------------------|----------------------------------|--|---|

Submitter Data

| | | | |
|-------------------------------|---------------------|----------------------------|--|
| First Name: Suzanne | Middle Name: | Last Name: McCoy | Contact Phone Number: 919-707-3640 |
|-------------------------------|---------------------|----------------------------|--|

Electronic Signature Verification

Question:
Where did you graduate from high school?

Please enter your Answer: *

patrick

Cancel Verify

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NC North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NCS000020 V1.0 02-2021 Certified > Report Submit

Submit Report

| | | | |
|------------------------------------|----------------------------------|--|---|
| Permit Number: NCS000020 | Report Period: 02-2021 | Facility Name: McGuire Nuclear Power Plant | Facility Address: NC Hwy 73 , Huntersville NC 28078 eDMR Submit Date: 06/24/2021 |
|------------------------------------|----------------------------------|--|---|

Submitter Data

| | | | |
|-------------------------------|---------------------|----------------------------|--|
| First Name: Suzanne | Middle Name: | Last Name: McCoy | Contact Phone Number: 919-707-3640 |
|-------------------------------|---------------------|----------------------------|--|

Electronic Signature Verification

Verification Successfull

☒ * I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Submit

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Important Notes:

- You will get two attempts at entering the correct answer for a security question and then a new question will be presented. You will be given up to three security questions to complete the signature verification. After failing to successfully answer the security questions, the user's account will be locked and the user must contact the NC eDMR Administrator at SW-eDMR@ncdenr.gov in order to get the account unlocked.
- If you need to review your security questions and answers, you can click the 'User Management' option from the top menu and then select the "Change Password" option. The questions and answers will be listed on the screen.
- After clicking the Submit button, you will wait for approximately 30 seconds to allow the submittal to complete. You can then check the report status after submittal to verify the status of the report which should reflect "Submitted" if the submittal was successful.
- If the submittal was not successful, the report status will reflect "Failed to Submit" and the user will also receive a system generated email stating the report failed to submit.
- Normally, re-submitting the report after a failure will result in a successful submittal since usually submittal issues are the result of intermittent eDMR system issues
- If you experience continued failures of a submittal, you should contact the eDMR Administrator SW-eDMR@ncdenr.gov.

If the submittal was successful, the eDMR Reports list will indicate the report as submitted.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > My Reports

eDMR Reports List

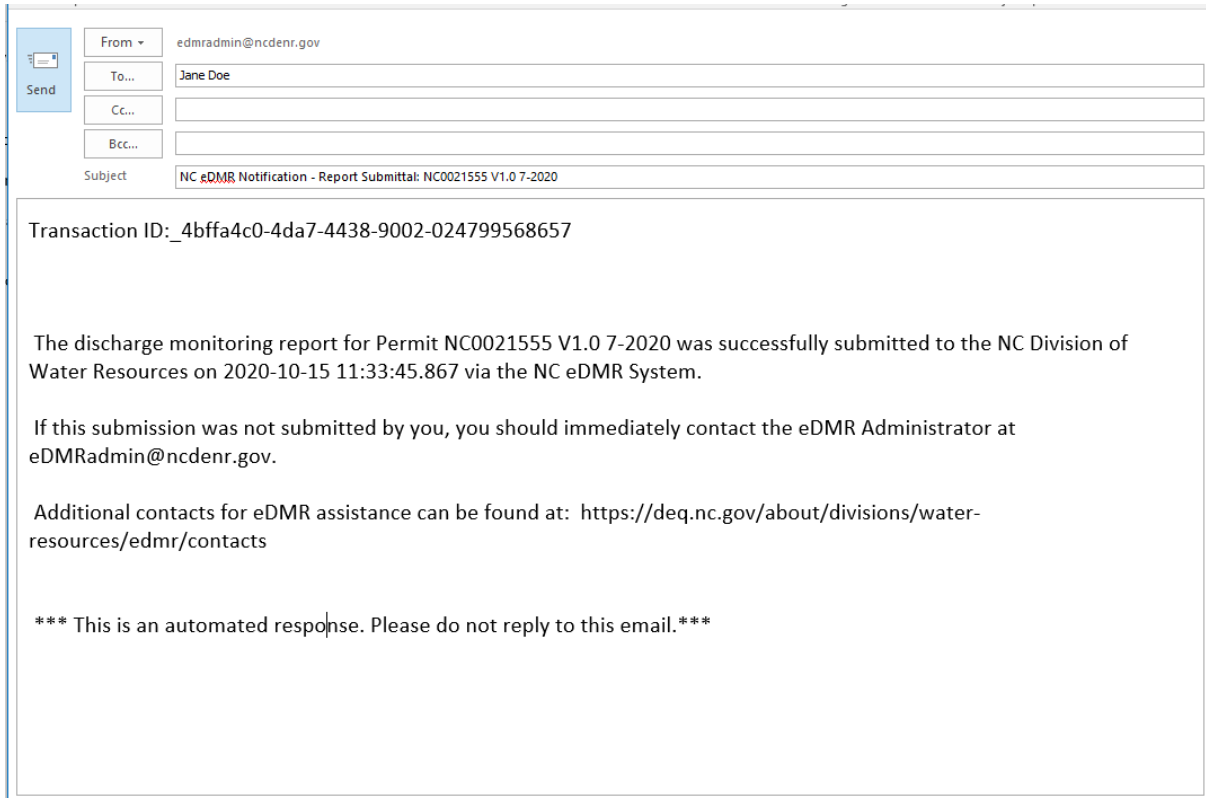
One item found.1

| Permit # | Owner | Facility | Version | DMR For | Status | Actions |
|-----------|---------------------------|-----------------------------|---------|---------|-----------|---------|
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 02-2021 | Submitted | |

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The eDMR system will send a notification email to the report submitter after the report is processed, which will occur during the overnight hours after midnight. The email will indicate whether the report submission was successful or not. The processed date on the report will be the date when the eDMR system successfully received and processed the report.

Should the user receive any messages or emails from the eDMR system stating the submittal was not successful, they should contact DEQ for support by sending an e-mail to SW-edmradmin@ncdenr.gov.



The screenshot displays an email composition window. On the left is a 'Send' button. The header fields are: 'From' (edmradmin@ncdenr.gov), 'To' (Jane Doe), 'Cc' (empty), and 'Bcc' (empty). The 'Subject' field contains 'NC eDMR Notification - Report Submittal: NC0021555 V1.0 7-2020'. The main body of the email contains the following text:

Transaction ID: _4bffa4c0-4da7-4438-9002-024799568657

The discharge monitoring report for Permit NC0021555 V1.0 7-2020 was successfully submitted to the NC Division of Water Resources on 2020-10-15 11:33:45.867 via the NC eDMR System.

If this submission was not submitted by you, you should immediately contact the eDMR Administrator at edmradmin@ncdenr.gov.

Additional contacts for eDMR assistance can be found at: <https://deq.nc.gov/about/divisions/water-resources/edmr/contacts>

*** This is an automated response. Please do not reply to this email.***

7.6 How to Use the Reporting Shortcuts

Click on the **(1) Permit #**. In the upper right corner of the next screen, you will find links to **(2) Home, My Reports, Logout, and Help**.

Home returns you to the eDMR initial page.

My Reports takes you to the screen where you can view or search your reports (see *Section 5.1 for detailed instructions*) from anywhere within the eDMR application.

Logout logs you out of the eDMR application.

Help takes you to a web page containing links for the eDMR User Guides. It also has a link to send an email to eDMR Help Desk. Additionally, throughout the eDMR application,

You will be able to click on **(3) Activity Icons** based on your privileges in eDMR (you will only see the icons for which you have privileges).

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home My Reports

eDMR Reports List

14 items found, displaying all items. **(1)**

| Permit # | Owner | Facility | Version | DMR For | Status | Actions |
|-----------|-----------------|--------------|---------|---------|-------------|-------------------------|
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 01-2008 | In Progress | Validate Certify Delete |
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 02-2008 | In Progress | Validate Certify Delete |
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 03-2008 | In Progress | Validate Certify Delete |
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 04-2008 | In Progress | Validate Certify Delete |

North Carolina (NC) eDMR Reports

Home My Reports Logout Help **(2)**

Create Report eDMR Reports User Management

Home Report: NC0021181 V1.0 01-2008 In Progress

Permit

Permit #: NC0021181 Ver. 3.0 Status: Active SOC#: Class: WW-4 Facility Name: Belmont WWTP
County: GASTON Owner: City of Belmont

ORC

Name: Ralph Douglas Certification Number: 986508 Status: Active Grade: WW-3 Has ORC changed?: ☐

eDMR

| Period | Version | Status | Compliance |
|--------|---------|--------|------------|
|--------|---------|--------|------------|

(3)

The following Activity Icons are handy shortcuts to the following tasks:



- **Validate Report**



- **Certify Report**



- **Submit**



- **Get Report as PDF**



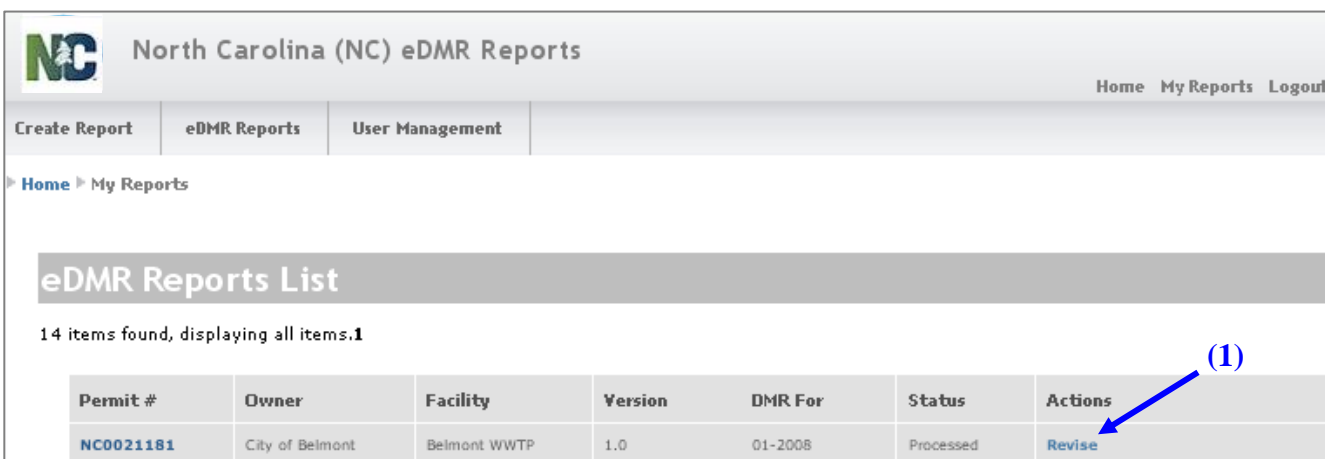
- **Get Report History**

Section 8. Completing other eDMR Reporting Tasks

8.1 How to Revise an eDMR Report

While an eDMR report is in the “Submitted” status, it cannot be modified. However, after that report progressed to “Processed,” you may make modifications to it if you are a Submitter.

On the eDMR Reports List page, click on **(1) Revise** in the Action column. On the next screen, select **(2) Revise Report**. Next, the system will copy data from the previous version to a new version of the report. The new version will be given a new version number and will have the status of ‘In Progress’. The previous version will be given the status of “Processed & Revised” as shown on the screen at the top of the next page.



North Carolina (NC) eDMR Reports

Home My Reports Logout

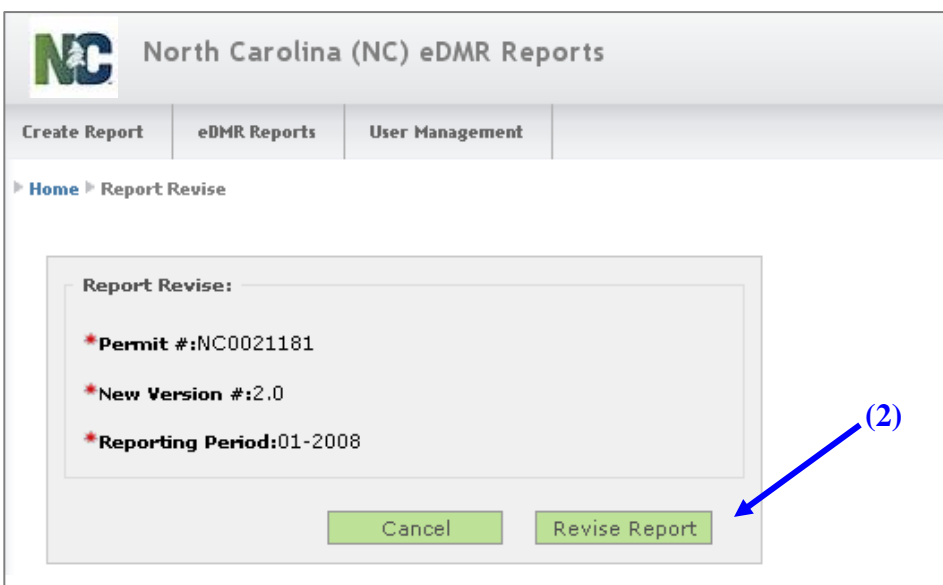
Create Report eDMR Reports User Management

Home My Reports

eDMR Reports List

14 items found, displaying all items.1

| Permit # | Owner | Facility | Version | DMR For | Status | Actions |
|-----------|-----------------|--------------|---------|---------|-----------|---------|
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 01-2008 | Processed | Revise |



North Carolina (NC) eDMR Reports

Create Report eDMR Reports User Management

Home Report Revise

Report Revise:


- *Permit #:NC0021181
- *New Version #:2.0
- *Reporting Period:01-2008

Cancel Revise Report

The eDMR Report List displays **(1) Version 1.0 and 2.0** of the report for Permit # NC0031607 in the example below. Version 2.0 is 'In Progress' and has processing actions available. In Version 1.0, the status has been changed to 'Processed & Revised', which indicates that there is a newer version of the report.

After creating the new Version 2.0 report, you can then access the report and make any necessary changes. The user would then repeat the process to **(2) Validate, Certify and Submit** the new version.

If, after the revision has been added, the user decides not to revise the report, the version can be deleted. When the word **(3) Delete** in the Actions column is clicked, that version is deleted and the previous version's status will change from 'Processed & Revised' to 'Processed'.


North Carolina (NC) eDMR Reports

[Home](#)
[My Reports](#)
[Logout](#)
[Help](#)

[Create Report](#)
[eDMR Reports](#)
[User Management](#)

[Home](#) > [My Reports](#)

eDMR Reports List

15 items found, displaying all items.1

| Permit # | Owner | Facility | Version | DMR For | Status | Action |
|-----------|-----------------|-------------------------|---------|---------|-------------|---|
| NC0021181 | City of Belmont | Belmont WWTP (1) | 2.0 | 01-2008 | In Progress | Validate Certify Delete |
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 01-2008 | Processed | Revise |
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 02-2008 | In Progress | Validate Certify Delete |
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 03-2008 | In Progress | Validate Certify Delete |
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 04-2008 | In Progress | Validate Certify Delete |
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 05-2008 | In Progress | Validate Certify Delete |
| NC0021181 | City of Belmont | Belmont WWTP | 1.0 | 06-2008 | In Progress | Validate Certify Delete |

8.2 How to Add Parameters to a Report

Additional parameters can be added or deleted from a Report Page. These are parameters that are not specifically required by the permit and do not auto-populate the report page with created. Those parameters that auto-populate the report pages cannot be deleted from the page.

Each time you click **(1) Add Parameter**, you will get a warning that you will lose any unsaved data if you continue to add a parameter. If you have unsaved data, click **(2) Cancel** to return to the report, click **(3) Save**, then click **(1) Add Parameter** again and this time click **(4) OK** to continue adding the parameter.

The screenshot shows the 'North Carolina (NC) eDMR Reports' interface. The breadcrumb trail is: Home > Report: NC0037834 V1.0 09-2017 In Progress > Report Page:001-Effluent > Week #1 (1-2). The interface includes tabs for 'Create Report', 'eDMR Reports', and 'User Management'. The main content area displays a table for parameters with columns for Parameter Code, Sampling Frequency, Composite(C)/Grab(G), Day of week, Date, and various parameters like FLOW, TEMP-C, pH, CHLORINE, BOD - Co, NH3-N -, and TSS - Co. A blue arrow labeled (1) points to the 'Add Parameter' button. Another blue arrow labeled (3) points to the 'Save' button. The footer indicates 'Copyright © 2007 CSC | All Rights Reserved'.

Please save data before adding additional parameters!
Click Ok - to add Parameters, Cancel - return to report and save.

(4) → **OK** **Cancel** ← (2)

Enter all or any portion of the **(1) Parameter Code** or **(2) Parameter Description** for the parameter you wish to add then click **(3) Search**.

All parameters matching the search criteria entered will be provided in the drop-down list. Select the parameter to add to page and verify the parameter selected is the one you wish to add, then click on **(4) Add**.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home

Search For Parameters

To display all parameters, leave both fields below blank and click Search or enter one of the following to search by specific parameter criteria.

Enter all or any portion of a Parameter Code in the field below, then click Search:

Parameter Code

Enter all or any portion of the Parameter Description in the field below, then click Search:

Parameter Description

Search

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home

Please Select Parameter Below:

Turbidity (PCS Code:00070)

Add

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8.3 How to Delete Parameters from a Report

Individual parameters can be deleted from a page if they are parameters that have been manually added. Parameters required by the permit and auto-populate the page cannot be deleted.

If the wrong parameter is selected and added to a page, select **(1) Delete Parameter**. You will get a warning that you will lose any unsaved data if you continue to add a parameter. If you have unsaved data, click **(2) Cancel** to return to the report, click **(3) Save**, then click **(1) Delete Parameter** again and this time click **(4) OK** to continue adding the parameter.

North Carolina (NC) eDMR Reports

Create Report | eDMR Reports | User Management

Home > Report: NC0037834 V1.0 09-2017 In Progress > Report Page:001-Effluent > Week #1 (1-2)

[Show Report Area]

[Show Report Page Area]

Week #1 (1-2) Week #2 (3-9) Week #3 (10-16) Week #4 (17-23) Week #5 (24-30) All Weeks (1-30)

[Show Log Parameters Area]

(1) Add Parameter
Delete Parameter

| Parameter Code: | 50050 | 00010 | 00400 | 50060 | CO310 | CO610 | CO530 | |
|-----------------------|------------|----------|----------|----------|-------------|-------------|-------------|----------|
| Sampling Frequency: | Continuous | 5 X week | 5 X week | 5 X week | 5 X week | 5 X week | 5 X week | |
| Composite(C)/Grab(G): | Recorder ▼ | Grab ▼ | Grab ▼ | Grab ▼ | Composite ▼ | Composite ▼ | Composite ▼ | |
| Day of week | Date | FLOW | TEMP-C | pH | CHLORINE | BOD - Co | NH3-N - | TSS - Co |
| | | mgd ▼ | deg c ▼ | su ▼ | up/l ▼ | mg/l ▼ | mg/l ▼ | mg/l ▼ |
| Friday | 1 | | | | | | | |
| Saturday | 2 | | | | | | | |

[Show Totals Area]

(3) Save Cancel

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Please save data before adding additional parameters!
Click Ok - to add Parameters, Cancel - return to report and save.

(4) OK Cancel (2)

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NC0037834 V1.0 09-2017 In Progress > Report Page:001-Effluent > Week #1 (1-2) > Delete Parameter

Please Select Parameter Below:

Copper, Dissolved (as Cu) (PCS Code:01040)

Delete

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Only manually added parameters can be deleted from a report page and will be the only parameters that will be available in the Delete Parameter drop-down list. Select the parameter to delete from the list and verify the parameter selected is the one you wish to delete, then click on **(1) Delete**.

8.4 How to Delete an eDMR Report

A report may be deleted before it is submitted. After the report is submitted and processed, it may be revised but it may not be deleted. To delete a report before it is submitted, select **(1) Delete** and follow the prompts.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > My Reports

eDMR Reports List

6 items found, displaying all items.1

| Permit # | Owner | Facility | Version | DMR For | Status | Actions |
|-----------|---------------------------|-----------------------------|---------|---------|-------------|---|
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 06-2021 | Certified | Submit |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 05-2021 | In Progress | Validate Certify Delete |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 04-2021 | In Progress | Validate Certify Delete |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 03-2021 | In Progress | Validate Certify Delete |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 02-2021 | Submitted | |
| NCS000020 | Duke Energy Carolinas LLC | McGuire Nuclear Power Plant | 1.0 | 11-2020 | In Progress | Validate Certify Delete |

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8.5 How to Print an eDMR Report

To print an eDMR report, first click the (1) Get Report as PDF icon. The report will look like the one pictured on the next page. Then, you will be able to print the report and keep it with your SWPPP.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NCS000020 V1.0 02-2021 Certified

Permit

| | | | | |
|---------------------------------|-------------------------------------|-------|----------------|---|
| Permit #: NCS000020 Ver. 2.0 | Status: Expired | SOC#: | Class: SWNC | Facility Name: McGuire Nuclear Power Plant |
| County: MECKLENB | Owner: Duke Energy Carolinas LLC | | | |

ORC

| | | | | |
|-----------------------|----------------------------------|-------------------|----------------|---|
| Name: Not Required | Certification Number: 1009458 | Status: Active | Grade: SWNC | Has ORC changed?: <input type="checkbox"/> |
|-----------------------|----------------------------------|-------------------|----------------|---|

eDMR

| | | | |
|------------------------------------|-----------------|----------------------|--|
| Period: 02-2021 (February 2021) | Version: 1.0 | Status: Certified | Compliance Status: * <input checked="" type="radio"/> Compliant <input type="radio"/> Non-Compliant |
|------------------------------------|-----------------|----------------------|--|

Certified Lab #:

Lab Name:

Person(s) Collecting Samples:

Contact Phone #: *
9197073640

Comments

Save Cancel

eDMR Pages

Outfall: 001 - Location: Effluent

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NPDES PERMIT NO.: NCS000020PERMIT VERSION: 2.0PERMIT STATUS: ExpiredFACILITY NAME: McGuire Nuclear Power PlantCLASS: SWNCCOUNTY: MecklenburgOWNER NAME: Duke Energy Carolinas LLCORC: Not RequiredORC CERT NUMBER: 1009458GRADE: SWNCORC HAS CHANGED: NoeDMR PERIOD: 06-2021 (June 2021)VERSION: 1.0STATUS: In Progress**SAMPLING LOCATION: EFFLUENT DISCHARGE NO.: 001 NO DISCHARGE*: NO**

| Date | Compendio Sample Time | Total Compendio Time | Operator Arrival Time | Operator Time On Site | ORC On Site? | No Reporting Reason**** | 00000 | C0000 | 00002 | 40029 |
|------------------------|-----------------------|----------------------|-----------------------|-----------------------|--------------|-------------------------|---------------|---------------|---------------|---------------|
| | | | | | | | Semi-annually | Semi-annually | Semi-annually | Semi-annually |
| | | | | | | | Grab | Grab | Grab | Estimate |
| | | | | | | | pH | TSS - Conc | OIL-GRSE | RAINFALL |
| | 2400 clock | hrs | 2400 clock | hrs | Y/N | | cu | mg/l | mg/l | inches |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | 7.1 | 29 | 1 | 0.8 |
| 19 | | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | | | | | | |
| 24 | | | | | | | | | | |
| 25 | | | | | | | | | | |
| 26 | | | | | | | | | | |
| 27 | | | | | | | | | | |
| 28 | | | | | | | | | | |
| 29 | | | | | | | | | | |
| 30 | | | | | | | | | | |
| Monthly Average Limit: | | | | | | | | | | |
| Monthly Average: | | | | | | | | 29 | 1 | 0.8 |
| Daily Maximum: | | | | | | | 7.1 | 29 | 1 | 0.8 |
| Daily Minimum: | | | | | | | 7.1 | 29 | 1 | 0.8 |

**** No Reporting Reason: ENFRUSE = No Flow-Reuse/Recycle; ENVWTHR = No Visitation - Adverse Weather; NOFLOW = No Flow; HOLIDAY = No Visitation - Holiday

8.6 How to Look Up the Report History on an Outfall

From the eDMR Reports tab, a user can find a report by selecting either 'My Reports' or 'Search Reports'.

The screenshot displays the 'North Carolina (NC) eDMR Reports' web application. The header includes the NC logo, the title 'North Carolina (NC) eDMR Reports', and navigation links: Home, My Reports, Logout, and Help. Below the header is a breadcrumb trail: Home > Report: NCS000020 V1.0 02-2021 Certified.


The main content area is divided into several sections:

- Permit:** Contains fields for Permit # (NCS000020 Ver. 2.0), Status (Expired), SOC#, Class (SWNC), Facility Name (McGuire Nuclear Power Plant), County (MECKLENB), and Owner (Duke Energy Carolinas LLC).
- ORC:** Contains fields for Name (Not Required), Certification Number (1009458), Status (Active), Grade (SWNC), and Has ORC changed? (checkbox).
- eDMR:** Contains fields for Period (02-2021 (February 2021)), Version (1.0), Status (Certified), and Compliance Status (Compliant/Non-Compliant).
- Form Fields:** Includes input fields for Certified Lab #, Lab Name, Person(s) Collecting Samples, Contact Phone # (9197073640), and a large text area for Comments.
- Buttons:** Save and Cancel buttons are located at the bottom right of the form.

A tooltip labeled 'Get Report History' points to a small icon in the top right corner of the Permit section.

At the bottom, there is a section for 'eDMR Pages' with a dropdown menu showing 'Outfall: 001 - Location: Effluent' and buttons for Edit Page, Update Page From File, Create New Page, and Create New Page From File.

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 North Carolina (NC) eDMR Reports

lov

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NCS000020 V1.0 02-2021 Certified

eDMR Report History

4 items found, displaying all items.1

| Date | Action | Status | Client IP | User Info |
|-------------------------|----------------|---------|--------------|-----------|
| 2021-06-24 10:29:25.499 | REPORT_CREATE | SUCCESS | 10.46.84.212 | |
| 2021-06-24 10:35:47.263 | REPORT_UPDATE | SUCCESS | 10.46.84.212 | |
| 2021-06-24 10:46:22.918 | REPORT_UPDATE | SUCCESS | 10.46.84.212 | |
| 2021-06-24 10:47:18.526 | REPORT_CERTIFY | SUCCESS | 10.46.84.212 | |

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